



**BOSTON HOUSING AUTHORITY**

Leased Housing Inspection

52 Chauncy Street

Boston, Massachusetts 02111

Phone: 617-522-0048

Fax: 617-524-9134

TDD: 800-545-1833 x420

[www.BostonHousing.org](http://www.BostonHousing.org)

*(This information is available in alternative format upon request.)*

## **RENT INCREASE REQUEST CHECKLIST**

- I have signed the request form at the bottom of the last page
- I am also providing a 60-day notice of rent increase that I have provided to the tenant.
- The completed application is being submitted to the BHA 60-days in advance of the rent increase effective date.
- The unit is not on stop payment for any reason.
- The request form is complete and accurate.

**Completed request forms and 60 day notices may be submitted to:**  
[rentincrease@bostonhousing.org](mailto:rentincrease@bostonhousing.org)



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**RENT INCREASE REQUEST FORM (FOR 4 or MORE UNITS)**

The BHA must receive this completed form **AND** the 60 day notice of rent increase that was sent to each tenant at least 60 days in advance of the effective date of a rent increase. *Note:* If the unit is in abatement due to a failed inspection the request will be automatically denied.

<b>Complex Name</b> (if applicable)			
<b>Site Address</b>		<b>Apt #</b>	
<b>City, State, Zip Code</b>			
<b>Owner/Company Name</b>			
<b>Email</b>		<b>Telephone</b>	
<b>Mailing Address</b>			
<b>City, State, Zip Code</b>			
<b>Managing Agent Name</b> (if applicable)			
<b>Email</b>		<b>Telephone</b>	

**RENT STRUCTURE**

Bedroom Size	# of Bathrooms	Current Rent	Requested Rent
<b>Effective Date of Increase:</b>			

