



**FLORENCE HOUSING AUTHORITY**  
HOUSING CHOICE VOUCHER DEPARTMENT  
110 South Cypress Street, Florence, Alabama 35630  
Telephone: (256) 740-5217 TRS: 711  
Fax: (256) 768-3175

### **Rent Increase Procedure**

After the anniversary date of the first year of the rental lease and Housing Assistance Payment (HAP) contract, owners may request an adjustment in the contract rent.

The rental adjustment will only be applied to those tenants who have surpassed the one-year mark of their tenancy. We require a 60 to 90-day advance notice prior to the requested effective date. The notice must be in writing to both the tenant and Florence Housing Authority in order for approval. If proper notice to the participant and Florence Housing Authority is not provided and/or the unit is not in compliance with Housing Quality Standards (HQS), the rent increase cannot be effective on the requested effective date. Once we receive the proper notice, we will inform you if your rent increase request is approved.

Owners, agents and property managers are required to submit two (2) documents in order for Florence Housing Authority to process a rent increase:

- 1.) Florence Housing Authority's Landlord Rent Adjustment Request Form, which is available on our website at [www.flohousing.org](http://www.flohousing.org) or in our office.
- 2.) A copy of the written rent increase notice to the tenant.

This is to be submitted to Florence Housing Authority at the following email address:

[flohcv@flohousing.org](mailto:flohcv@flohousing.org), faxed, or mailed to our office. Each unit will be processed individually for a rent increase. If an owner, agent, or property manager has more than one unit and wants a rent increase on several units at the same time, the Rent Increase Procedure will be followed for each individual unit. The owner, agent, or property manager will need to submit both the Landlord Rent Adjustment Request Form and a copy of the written rent increase notice for each tenant and unit. **Group rent adjustments are not allowed.**

The rent increase request will then go through the Rent Reasonableness process. Once rents have been approved and deemed reasonable by our staff, we will process the rent increase request for the approved rent effective date. There is no limit on the amount of rent you may request, however the rent must continue to be reasonable to similar units in the area and it is important to remember, the tenant pays the rent increase on the voucher program and affordability may become a factor if the portion gets too high for them to pay. The 40% rent limitation at initial move in does not apply to annual rent increases.

