**LHA Letterhead**

**Notice of Rent Adjustment**

Pursuant to your lease, you are hereby notified that your rent has been adjusted as required by EOHLC regulation 760 CMR 6.04. The regulation is posted in our administrative offices.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT RENT:\_\_\_\_\_\_\_\_\_\_\_\_ ADJUSTED RENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EFFECTIVE DATE OF ADJUSTED RENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR RENT HAS BEEN ADJUSTED BASED ON INCOME/DEDUCTION DATA ON FILE AS FOLLOWS:

l. TENANT HOUSEHOLD’S MONTHLY GROSS INCOME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(A)

2. ALLOWABLE MONTHLY DEDUCTIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(B)

(ANNUAL DEDUCTION 12 MONTHS)

3. NET MONTHLY INCOME (A-B): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(C)

4. YOU ARE PAYING 32%, 30%, 27% or 25% OF YOUR NET MONTHLY INCOME FOR RENT. (circle one)

You are reminded that you are required by your lease to report by the seventh (7th) day of the month following the month in which the increase occurred any increase in income and/or change in the size of your household.

If you do not agree with this determination, please contact this office for further assistance. If at that time you still do not agree that your rent was calculated correctly, and according to the regulations governing the rent as set forth by the Executive Office of Housing and Livable Communities, you may request a grievance hearing, in writing.

You may present all relevant information pursuant to the Housing Authority’s Grievance Procedure. A request for a grievance hearing must be in writing and must be mailed or delivered to the Housing Authority no later than fourteen (14) days after the date this notice was received. You have the right to examine your file before the grievance hearing. You are entitled to be represented at the grievance hearing by an attorney or other person of your choice at your own expense. If you or your representative requests a grievance hearing, you will be notified in writing when it will occur. In the event that you file a grievance you must continue to pay the then current rent, unless the redetermined rent is lower, until disposition of the grievance. Upon final disposition of the grievance, you shall pay any additional amounts determined to have been due but not paid since the effective date set out in this notice or the LHA shall credit you with any amounts paid but determined not to have been due.

EQUAL HOUSING OPPORTUNITY

