



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Rent Adjustment Request

Rent adjustments will be effective ***the later of*** a) the date specified by the owner or b) the 1st of the month following 60 days of CMHA's receipt of the request. The owner **will not** be able to submit another request for 12 months after the last rent adjustment request was submitted. CMHA **will not** retain copies of requests that are submitted early by the owner and no request will be processed for units with any HQS failed items.

CMHA will determine whether the requested rent is reasonable within 10 business days of receipt and proper notification of the determination will be sent to both you and the participant family. In some areas where there is limited rental data, CMHA may request owners to provide additional information about the rents charged for unassisted (or unsubsidized) units on their premises.

By signing below, I understand the information I am providing is true and accurate.

Tenant Name: _____

Tenant Address: _____

Landlord/Owner Name: _____ Phone# _____

Current Rent: _____ Requested Rent: _____

Effective Date: _____

Please list owner paid utilities: _____

Please list any major improvements or changes you would like us to take into consideration:

Signature: _____ Date: _____

To ensure timely processing of your rent adjustment request, please submit form to the assigned case worker via email or fax (513) 732-6520

Case Manager Designation (Alpha Listing by Tenant Last Name)

Barb Kaetzel: bkaetzel@clermontmha.org

B, O, P, Q, R, U, V thru Z, SA-SB, & SQ-SZ

Becky Lanham: becky@clermontmha.org

A, C, E, F thru J, T, & SD-SL

Sandy Elsass: sandy@clermontmha.org

D, K thru N, SC, & SM-SP

Becky Richardson: BRichardson@clermontmha.org

HUD-VASH Participants (Veteran's)