**AMENDMENT TO THE LEASE, CONTRACT, AND VOUCHER INTERIM RENT SHARE CHANGE NOTICE**

[Date]

Owner Name Owner Address

Owner City, State Zip

Tenant Name Tenant Address Tenant City, State Zip

 [Your agency’s name] has received notice from the Department of Housing and Community Development (DHCD) that the contract rent for the above listed unit will be raised to FY15 Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) effective **March 1, 2015**. The letter serves as notification of a:

# Contract Rent Change Effective March 1, 2015

Therefore, the Contract Rent and tenant rent share for the above referenced unit will change as follows:

# Contract Rent:

**$**

**$**

**$**

**Housing Assistance Payment: Tenant Rent Share:**

NOTE TO THE OWNER: If increased contract rents need approval by a funding source, it is your responsibility to seek that approval. If you cannot accept the rent increase outlined above due to affordability restrictions, please notify our agency as soon as possible.

NOTE TO THE TENANT: As your rent share is based on your income, in most cases, this rent increase will not affect your rent share. If you disagree with your NEW tenant rent share, you may request a meeting with [your agency’s name] to review and discuss the information used in the calculation. Your request must be made, in writing, within fourteen (14) days of the date of this letter and should be addressed to [name] at [your agency].

# Please feel free to contact [someone from your agency] at [phone #] with any questions.

Sincerely,

[Name of someone from your agency] [Phone # and/or email