# Sample Letter: Improper Rule Change/Fee or Rent Increase

[Date]

[Landlord/Manager’s Name] [Landlord/Manager’s Address]

Dear [Landlord/Manager’s Name]:

On [date], I received [written/unwritten] notice from you of a [rule change/rent increase]. I am writing to inform you that I did not receive proper notice of this change. According to Washington State law, any rule change for month-to-month tenants, including a rent increase, requires thirty days written notice. This includes the requirement of tenants to begin paying utility fees. I have enclosed a copy of the law, RCW 59.18.140.

Additionally, in the City of Seattle, if there is an increase of ten percent or more in my housing costs within the same 12 month period you must give me sixty days written notice. That is according to SMC 7.24.030, a Seattle City ordinance on rental agreement requirements.

If you wish to legally institute this rule change, you must legally serve me with written notice. Upon receipt of that, I will be glad to adhere to this rule change.

Sincerely,

[Your Name] [Your Address]