



LANDLORD RENT CHANGE REQUEST FORM

Rent can be increased no more than once in a 12-month period

Landlord Name: _____

Landlord Phone #: _____

Landlord Email: _____

Client Name: _____

Client Address: _____

Current Rent: _____

Requested Rent: _____ Date Current Lease Ends: _____

Effective Date of New Rent Amount (**MUST BE NO LESS THAN 60 DAYS FROM THE DATE OF REQUEST BEING RECEIVED BY CSB**): _____

I understand if all information is not received and correct with this request, it may cause delays in the effective date that the increase can start. I understand that CSB must give a full calendar month notice to clients whose rent portion will increase as a result of this request and the rent increase will not be able to be implemented prior to the date that it will take effect for the client. We encourage landlords to send rent increase requests 90 days ahead.

Signature of Landlord

Date

Utilities	Landlord Responsibility	Client Responsibility
Gas		
Electric		
Water/Sewer		
Trash		

Does unit have central air? Yes No #of bedrooms

Appliance	Gas	Electric
Furnace		
Stove		
Hot Water Tank		

Type of unit	Garden/Flat/Highrise	Double/duplex/Townhouse	Single house