



Inspectional Services
174 South Common Street
Lynn, MA 01905

LANDLORD INSTRUCTIONS FOR REQUESTING A RENT INCREASE

In order to request a rent increase, you must follow the proper procedures stated below:

1. You must send a letter to the tenant
2. The letter must contain the rent amount you are requesting
3. The letter must contain the tenant's name and address
4. The letter must contain your name including the business name if applicable, address and telephone number
5. You must also send a copy of this letter to the Lynn Housing Authority and Neighborhood Development **174 South Common Street Lynn MA 01905**
6. Rent increases **will be reviewed in accordance with HUD's rent reasonable standards**

Annual rent increases for any unit in a Section 8 Program may only be requested in writing 60 days prior to the lease anniversary date for consideration by the Lynn Housing Authority & Neighborhood Development. LHAND will review only one request for rent increase per year for each Section 8 unit.

If you have any questions, please call Dave Raymond, Chief Housing Specialist at (781) 581-8722 or e-mail draymond@lhand.org.