



Administration Office (781) 581-8600
Administration Fax (781) 592-6296
Neighborhood Development (781) 581-8600
Neighborhood Development Fax (781) 593-4350
Rental Assistance (781) 581-8700
Rental Assistance Fax (781) 586-9478

10 Church Street
Lynn, Massachusetts 01902

Executive Director
Charles Gaeta

Curwin Circle Management Office (781) 598-3663
State Housing Management Office (781) 581-8700
Wall Plaza Management Office (781) 581-8606
Maintenance Office (781) 598-3434
Admissions Office (781) 581-8760
TTY (781) 477-2837

Request for Rent Rolls of Market Rate Units October 2016

Dear Property Owner,

LHAND is requesting rent rolls of market rate units for its ongoing Rent Comparability Survey.

This survey will be continually updated as new information is received. The more updated and accurate information you can provide to us will enable our ability to determine the appropriate contract rents for Section 8 units and help us keep current with the evolving local rental market.

As per HUD regulations 24 CFR 987.502:

“By accepting each monthly housing assistance payment from the PHA (Public Housing Authority), the owner certifies that the rent to owner is not more than rent charged for comparable unassisted units in the premises. The owner must give the PHA information requested by the PHA on rents **charged** by the owner for units in the premises or elsewhere.”

The LHAND would like to clarify that as per the HUD regulations, we are to compare rents being charged, not asking rents.

We are requesting the following information:

- Address with unit number
- Number of Bedrooms
- Building Type and Year Built
- Square footage of unit
- Rent being charged
- Which utilities, if any, are provided by owner
- Amenities, housing services, maintenance
- Parking options
- If subsidized, and indicate which Housing Authority

Please submit these rent rolls by email to help@lhand.org and please put “Rent Comparability Survey” in the subject line.

If you can't send by email, please mail to LHAND, 10 Church St. Lynn, MA 01902 c/o Rent Comparability Survey.

Thank you for your assistance.

Sincerely,

Charles Gaeta
Executive Director



Helping to Build Stronger and Healthier Neighborhoods