

By signing below, I certify that the information submitted on this form is true and correct and that I am aware of the following:

- Tenant rent portions do not exceed 30% of the monthly household income. If instances occur, explain below.
- Seattle Office of Housing reserves the right to request additional information to support the need for rent increases.
- All rent increases require a one hundred and eighty (180) day written notice to tenants {per SMC 7.24.030(A)}.
- Failure to receive Seattle Office of Housing approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
- This document is exclusively intended for HOME Investment Partnerships Program use only. Your Office of Housing Loan and Regulatory Agreement and/or your other funding partners may and likely do have more restrictive rent limits than those required by the HOME Program. Projects must always comply with the most restrictive (lowest) rent requirements, based on all funder requirements.
- Owners who fail to submit the Annual Rent Approval Form may be subject to the Seattle Housing Levy Administrative & Financial Plan "Good Standing" Policy, and/or other remedies.

Comments:

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Seattle Office of Housing Staff Use Only:

APPROVED NO INCREASE DENIED

Reviewed By (print name): _____

Title: _____

Signature: _____ *Date:* _____

Comments: