FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

Rent Increase Notice

WRITTEN NOTICE OF A CHANGE IN RENT

To (tenant names): _____

Property address and unit: _____

This letter is written notice that the monthly rent for the property above will change.

Current monthly rent	$ _____
New monthly rent	**$** _____

New rent starts on: _____ **Rent is due on (day of month):** _____

All other terms of your lease or rental agreement stay the same, unless listed below.

Other changes (if any): _____

Reason for the increase (optional): _____

If you have questions, please contact me by _____ at _____.

Sincerely,

Landlord signature: _____ **Date:** _____

Printed name: _____

DELIVERY RECORD (KEEP A COPY)

☐ Hand delivered ☐ First class mail ☐ Certified mail ☐ Posted on door ☐ Email (if allowed)

Date delivered: _____ **Delivered by:** _____

Instructions for the landlord

Keep this page. Do not send it to the tenant.

BEFORE YOU SEND IT

- Check how much notice your state and city require. Many states require 30, 60 or 90 days, and the period can depend on the size of the increase or how long the tenant has lived there.
- Check rent caps. Some states and cities limit how much rent can go up each year, and some limits apply only to certain buildings.
- During a fixed term lease, rent can usually change only if the lease allows it. Most increases start at renewal or on a month to month tenancy.

HOW TO DELIVER IT

- Use the delivery method your lease and state allow, tick it in the delivery record, and keep a copy.
- Update the new rent in your rent ledger from the start date.

FREE GUIDE

Notice periods and caps by state: simplerentledger.com/rent-increase-letter/