

**NOTICE TO TENANTS OF INTENTION TO SUBMIT A REQUEST TO MINNESOTA HOUSING FOR APPROVAL OF AN INCREASE IN MAXIMUM PERMISSIBLE RENTS**

**(THIS NOTICE IS NOT REQUIRED FOR AN OCAF INCREASE)**

Date of Notice: \_\_\_\_\_

Take notice that on [date] \_\_\_\_\_ we plan to submit a request for approval of an increase in the maximum permissible rents for [name of property] \_\_\_\_\_ to Minnesota Housing. The proposed increase is needed for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The rent increases for which we have requested approval are:

	Present Rent		Proposed Increase		Proposed Rent	
<i>Bedrooms</i>	<i>Basic</i>	<i>Market</i>	<i>Basic</i>	<i>Market</i>	<i>Basic</i>	<i>Market</i>

A copy of the materials that we are submitting to Minnesota Housing in support of our request will be available during normal business hours at [address] \_\_\_\_\_ for a period of 30 days from the date of service of this notice for inspection and copying by the tenants of [name of property] \_\_\_\_\_ and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of [name of property] \_\_\_\_\_ may submit written comments on the proposed rent increase to us at [address] \_\_\_\_\_ Tenant representatives may assist tenants in preparing those comments. (If, at Minnesota Housing’s request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed rent increase). These comments will be transmitted to Minnesota Housing, along with our evaluation of them and our request for the increase. You may also send a copy of your comments directly to Minnesota Housing at the following address: Minnesota Housing, Attention: [HAP Officer Name] \_\_\_\_\_, 400 Sibley Street, Suite 300, St. Paul, MN 55101, Re: [Project No.] \_\_\_\_\_ ; \_\_\_\_\_

Minnesota Housing will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When Minnesota Housing advises us in writing of its decision on our request, you will be notified. If the request is approved, any allowable increase will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

[Name of mortgagor or managing agent] \_\_\_\_\_