

Completing the Rent Adjustment Letter in TenantTech

1. In TenantTech, select the appropriate resident.
2. Then select Forms & Docs

The screenshot shows the TenantTech interface. At the top, the 'Forms & Docs' tab is selected, indicated by a red arrow. The main content area displays a table of residents for unit 3600100. The resident 'Manley, Janeya' is highlighted with a red oval. The table has the following data:

Unit	Resident Name	Amount	Status
3600100	Manley, Janeya	1,470.00	Occupied
3600200	Wilson, Ariyana	2,161.00	Occupied
3600201	Ahiamadzie, Elsie	1,901.00	Occupied

3. Search for the "Affordable Housing Rent Adjustment Letter" Form C098.

The screenshot shows the 'Forms and Documents' page. The search bar contains the text 'adjustment'. Below the search bar, there is a table with the following data:

Form Number	Form Name
<input type="checkbox"/> C098-PK	Affordable Housing Rent Adjustment Letter

4. In Edit Form mode
 - a. select “increase” or “decrease.”
 - b. Input the new rent amount.
 - c. Input the Effective Date of the new rent.
 - d. Input the date you will post this notice.
5. Select Save Data, then View Forms

Select Forms Edit Forms View Forms 5. Print Blank Form

2 Forms Selected

← Prev Next →

Date on These Forms 4.d.
03/13/2024

Save Data 5. View Forms

Affordable Housing Rent Adjustment Letter (C098)

Clear All Fields

Rental rate will:

increase
4.a decrease

to this amount
\$ 1,568.00 4.b.

Effective date (MM/DD/YYYY) 4.c.
05/01/2024

Proof of Service (C333)

Clear All Fields

This form has no fields to fill in, aside from the date. To change the date, edit it at the left.

6. Print the letter.

The second page will be the proof of service that you will complete and keep in the resident's file, along with a copy of the is letter.

7. Post the letter on the same day that it is dated.

Unit: 3600100, Janeya Manley

Select Forms Edit Forms View Forms Sign Electronically Print Blank Form

Open PDF in a New Window

2023336-18036-1710368288-fyexzaufe... 1 / 2 100%

CAMBRIDGE
real estate services

03/13/2024

Apt. # 3600100

Dear Resident(s):

Our records indicate you presently occupy a 2 -bedroom apartment at our community.

The rental rates for our community are based on a number of factors. These factors include:

- Housing market conditions
- Household income levels in our area, as researched by the United States Census Bureau and presented by the Department of Housing and Urban Development
- Changes in estimated utility rates for resident-paid essential services like natural gas and electricity

Effective 05/01/2024 , your new rental rate will increase decrease to \$ 1,568.00 .

The revised rental rate noted in the above paragraph will remain in effect until further notice; you will receive a minimum of 30-days notice of a rent increase, should one be implemented in the future.

All other terms and conditions of your lease agreement, including your lease expiration date (if applicable) remain unchanged.

If you have any questions regarding this change, please contact the site management office during regular business hours. Thank you.

Very Truly Yours,