Completing the Rent Adjustment Letter in TenantTech

1. In TenantTech, select the appropriate resident. 2. Then select Forms & Docs	
3. Search for the "Affordable Housing Rent Adjustment Letter" Form C098.	

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

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.

Start Typing to Search

Select Forms   Edit Forms   **View Forms**   Sign Electronically   Print Blank Form

Open PDF in a New Window

Click Here for Help Viewing This Form   E-mail PDF   Send to Yardi

2023336-18036-1710368288-fyexzauie...   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 [X] 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,