



Fitchburg Housing Authority

50 Day Street
Fitchburg, MA 01420

(978) 342-5222 Fax (978) 343-4148

Douglas M. Bushman, Esq. – Executive Director

Teamwork – Excellence – Ability
For Your Home and Family

Green Acres Village Office
13 Normandy Road
Telephone: 978-345-5032
Fax: 978-665-9287

Leased Housing Office
50 Day Street
Telephone: 978-342-5222
FAX: 978-345-1269

In order to process the requested rent change for your Section 8 tenant, you need to fill out the information below. Please be advised the request must be received 60 days or more in advance of the proposed effective date per the contract you previously signed with HUD.

LL Name: _____ LL Phone: _____ Date: _____

LL Address: _____

I am requesting a change for Unit: _____ Street: _____ City & ZIP: _____

This apartment is rented by tenant: _____

Below or attached is the documentation explaining the requested change(s) regarding the apartment. This information will be used to compare my property to others with similar amenities in the area. I understand this information is required for Fitchburg Housing to process the request. I have notified the tenant of the proposed change and had them sign below.

Landlord's Signature: _____

Comparables--This information will be used to compare your unit to others with similar amenities in the area to determine the comparability for change requested.

Apartment Sq. Ftg: _____ Year built: _____ No. of Bedrooms: _____ No. of Bathrooms: _____

Type of Unit: ☐ Single Family Home

☐ Condo

☐ Semi Detached (includes duplex, three-plex and four-plex)

☐ Low Rise (includes multifamily buildings of 5 or more units up to four stories)

☐ High Rise (includes buildings of five stories or more with elevators)

Unit Heat Type: ☐ Natural Gas ☐ Bottle Gas ☐ Oil ☐ Electric ☐ Coal or Other
☐ Paid by Landlord ☐ Paid by Tenant

Unit Heat Distribution: ☐ Central ☐ Heat Pump ☐ Window/wall ☐ Space ☐ Furnace ☐ Baseboard

Unit Cooking: ☐ Natural Gas ☐ Bottle Gas ☐ Oil ☐ Electric ☐ Coal or Other
☐ Paid by Landlord ☐ Paid by Tenant

Water Heat: ☐ Natural Gas ☐ Bottle Gas ☐ Oil ☐ Electric ☐ Coal or Other
☐ Paid by Landlord ☐ Paid by Tenant

Lights (other Elect): ☐ Electric
☐ Paid by Landlord ☐ Paid by Tenant

City Water: ☐ Yes ☐ No ☐ Paid by Landlord ☐ Paid by Tenant
City Sewer: ☐ Yes ☐ No ☐ Paid by Landlord ☐ Paid by Tenant

Maintenance: Check Box if Owner Provided: ☐ Lawn ☐ Pest control ☐ Trash

Amenities: Check Box if Owner Provided: ☐ Washer ☐ Dryer ☐ Stove ☐ Dishwasher ☐ Microwave ☐ Refrigerator
 ☐ Hookups (in unit) ☐ Garbage Disposal ☐ Ceiling Fan ☐ Gated Community ☐ Pool

Air Conditioning: Check Box if Owner Provided: If yes, ☐ Window ☐ Central

Exterior Features—Check all applicable: ☐ Porch ☐ Balcony ☐ Deck ☐ Patio

Parking for unit: Spaces_____ **Check all applicable:** ☐ Street ☐ Driveway ☐ Covered ☐ Car Port ☐ Garage Assigned

Lot Size for apartment: ☐ < ¼ Acre ☐ ¼ to ½ Acre ☐ ¾ to 1 Acre ☐ > 1 Acre

Current Rent: \$_____ **Requested New Rent:** \$_____

Justification:(add additional page if necessary)

☐ I agree to the new monthly rent amount of \$ _____ beginning _____.

☐ I do not agree to the new monthly rent of \$ _____.

Tenant Signature: _____