

**Exhibit A-11 - Owner/Agent’s Certification of Rent Increase Notice to Residents**

Property Information	
Property Name:	MHDC Property Number:
Property Address:	Phone:
Owner/Management Agent Contact:	

Potential Rent Increase Effective Date: \_\_\_\_\_

I, \_\_\_\_\_ (Owner/Management Agent), certify that the residents residing at the above referenced property, have been properly informed of the Owner/Agent's plans to submit a rent increase request for approval by Missouri Housing Development Commission (MHDC).

In addition, the Owner/Management Agent understands and will adhere to the following MHDC rent increase requirements:

- A. Residents must be given at least 30 days advance notice of any rent increase, and tenant’s rent cannot be increased until their lease anniversary date. The property Owner/Agent (O/A) is responsible for administering the required compliance for all applicable programs, such as LIHTC, HOME, Rural Development, Section 8, etc. Properties layered with multiple sources of financing are subject to the most restrictive rules of all the funding programs they participate in. The O/A is responsible for maintaining comprehensive knowledge of current program requirements and updates.
- B. A resident cannot have their rent increased mid-term and leases should not allow for mid-term rent increases. In addition, a resident cannot receive more than one rent increase in a 365-day period, and this includes tenants with month-to-month leases.
- C. The Rent Increase Notice Letter to residents must state the tenant’s current rent, proposed rent, percentage of increase, monthly dollar amount of such increase, proposed effective date of the rent increase, and purpose for the rent increase.
- D. A copy of the Rent Increase Notice Letter to residents must be kept on file and must be provided to MHDC upon request.
- E. The rent increase guidelines set forth by MHDC, which can be found at [www.mhdc.com](http://www.mhdc.com), must be adhered to and failure to comply could cause noncompliance, repayment, and possible recapture.
- F. The decision to request a rent increase is solely that of ownership and management, and not that of MHDC.
- G. Rent increases must not be implemented before the effective date or before a signed Schedule II has been provided to the owner or management agent.

**Electronic Submission Agreement and Disclosure:** Once signed, a scanned version of this document may be submitted electronically to MHDC. If submitted as such, the undersigned agrees that the signature thereon is to be treated as an original signature; and the document (in the form of a photocopy, PDF, or other electronic form) is to be treated as an original document with the same legal effect and enforceability as the original signed document. Regardless, MHDC in its sole and absolute discretion reserves the right to request an original signed hard copy of the document as it deems necessary. The undersigned is responsible for retaining the original signed hard copy in his/her files.

**Note:** The signer must be listed on Exhibit J-1 for the subject property.

Certified By (Print Name):	Title:
Signature:	Date: