



**REQUEST FOR RENT APPROVAL (MRVP Mobile Only): For New Lease-Ups and Rent Increases**  
*(Increases only: Attach a copy of the original notice sent to the tenant)*

Upon receipt of this form, Berkshire Housing will determine if the requested rent is reasonable by comparing rents of equivalent units in the private market. We will notify you in writing regarding the outcome of your request within thirty (30) days.

**Mobile Rent Increase Eligibility Requirements:**

- The tenant must be notified in writing, and a copy of the request must be submitted to Berkshire Housing at least 60 days, but not more than 120 days, prior to the lease renewal date.
- Only one rent increase can be approved within any 12-month period.

*If the above criteria are not met, a rent increase cannot be considered at this time. For project-based rent increases, please contact [CVeazie@berkshirehousing.com](mailto:CVeazie@berkshirehousing.com).*

For internal use only:	
<input type="checkbox"/> Eligible	<input type="checkbox"/> Not Eligible
<input type="checkbox"/> Rent approved	
Final Rent: \$ _____	
Effective date: _____	
<input type="checkbox"/> Rent denied	
Reason: _____	
Reasonable rent: \$ _____	

**Please complete this form and send with any attachments to:** Berkshire Housing, PO BOX 1180, Pittsfield, MA 01202-1180, Attn: Robin Burmaster **Email:** [Rburmaster@berkshirehousing.com](mailto:Rburmaster@berkshirehousing.com) **Fax:** 413-496-9831. If you have any questions, you may call (413) 445-7681.

- Type of request (select one):  New lease-up  Rent Increase
- What is the requested rent for the unit? \$ \_\_\_\_\_  
*Rents for mobile units must fall within MRVP maximum rent limits (under MRVP forms at [www.berkshirehousing.com](http://www.berkshirehousing.com))*
- Number of habitable bedrooms: \_\_\_\_\_
- Tenant Name: \_\_\_\_\_
- Rental Unit Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
- Legal Owner's Name: \_\_\_\_\_ Property Manager (if different): \_\_\_\_\_
- Property Manager Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
- Owner's/Property Manager's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- Select the type of house/apartment:  Single Family Detached  Duplex/2-Family  3-Family  
 Row House/Town House  Low-Rise (3 or 4 stories)  High-Rise (5 or more stories)  Multi-family
- Please complete the table below by indicating the fuel type and payment responsibility for each utility (*required*):

Utility Type	Fuel Type			Payment Responsibility	
Heating fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Cooking fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Hot Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Other Electricity				<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Water	<i>Sub-metering form required if family pays for water</i>			<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

- (Increase only) Will the payment responsibility for the utilities change?  No  Yes (New lease required)
- Question 12 (a-d) is optional but will aid in performing a more accurate market analysis.
  - Please indicate which of the following features and amenities are included in the rent:  Central AC  Refrigerator  
 Microwave  Assigned parking space  Parking garage  In-unit washer & dryer  W/D hook-up  Dishwasher  
 Other (specify): \_\_\_\_\_
  - How many bathrooms are in the unit?  1  1.5  2  Other: \_\_\_\_\_
  - What is the square footage of the unit? \_\_\_\_\_ sq. ft.
  - What year was the property originally built? \_\_\_\_\_ (if there have been recent renovations, attach documentation)

<b>(Increase Only) Tenant Notification (You must select at least one):</b>	
<input type="checkbox"/>	I (the tenant) have acknowledged the notice of rent increase, and by signing I certify that the owner has notified me within the required timeframe. <b>Tenant Signature:</b> _____ <b>Date:</b> _____
<input type="checkbox"/>	I (the owner) have attached a copy of the rent increase notice sent to the tenant at least sixty (60) days prior to the lease renewal. The tenant does <u>not</u> need to sign a rent increase request if they are properly notified and <u>and</u> Berkshire Housing receives a

By executing this request, I am certifying that the information above is true and correct:

**Signature of Owner or Property Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_