✓ ChecklistGuro

Rent Increase Notification Checklist for Property Management

Market Analysis & Justification

Document the data and reasoning supporting the rent increase. Includes comparable rentals, market trends, and operating expense increases.

Comparable Rental Rate (Average)

Enter a number...

Current Rent

Enter a number...

Proposed Rent Increase Amount

Enter a number...

Percentage Rent Increase

Enter a number...

Description of Market Conditions

Write something...

Comparable Rental Listings (Screenshots/Links)

⬆ Upload File

Date of Market Analysis

Enter date...

Lease Review & Clauses

Verify lease terms related to rent increases, including notice periods and permissible limits. Identify any clauses that might apply.

Does the lease contain a Rent Escalation Clause?

☐ Yes
☐ No
☐ Unsure

Clause Number (if applicable)

Write something...

Quote Relevant Clause Text (if applicable)

Write something...

Lease Termination Clause (if applicable)

☐ Tenant can terminate with X days notice

☐ Tenant cannot terminate

☐ Other - Specify

☐ N/A

Notice Period Required (in days)

Enter a number...

Lease Expiration Date

Enter date...

Specific Lease Restrictions (e.g., percentage caps)

Write something...

Tenant Notification Preparation

Draft the rent increase notification letter, ensuring clarity, accuracy, and compliance with local laws.

Rent Increase Justification Summary

Write something...

Current Rent Amount

Enter a number...

New Rent Amount

Enter a number...

Effective Date of Rent Increase

Enter date...

Notification Delivery Method

☐ Certified Mail

☐ Personal Service

☐ Email

Notification Letter Body (for customization)

Write something...

Property Manager Signature

Legal Compliance Verification

Confirm adherence to all applicable local, state, and federal regulations regarding rent increases and notifications.

Applicable Rent Control Ordinance?

- [ ] Yes
- [ ] No
- [ ] Unknown

Required Notice Period (Days)?

- [ ] 30
- [ ] 60
- [ ] 90
- [ ] Other

Maximum Allowable Rent Increase (%)

Enter a number...

Date of Legal Review (if applicable)

Enter date...

Summary of Legal Consultation Notes (if applicable)

Write something...

Is the tenant covered by a Protected Class?

☐ Yes

☐ No

☐ Unknown

Delivery Method & Tracking

Choose appropriate delivery methods (certified mail, personal service) and implement tracking to ensure proper notification.

Primary Delivery Method

☐ Certified Mail

☐ Personal Service

☐ Email (if permitted by lease)

☐ First Class Mail (not recommended)

Notes on Delivery Method

Write something...

Delivery Date

Enter date...

Delivery Time (if applicable)

Proof of Delivery (Certified Mail)

⬆ Upload File

Tracking Number (if applicable)

Write something...

Signature Confirmation (Personal Service)

Record Keeping & Documentation

Maintain detailed records of the rent increase justification, notification letter, delivery confirmation, and tenant responses.

Date of Rent Increase Notification Sent

Enter date...

Copy of Rent Increase Notification Letter

Write something...

Scanned Copy of Notification Letter (Optional)

⬆ Upload File

Delivery Method

☐ Certified Mail

☐ Personal Service

☐ Email

Tracking Number (if applicable)

Write something...

Date of Certified Mail Receipt (if applicable)

Enter date...

Tenant Response/Acknowledgement (if any)

Write something...

Property Manager Signature (Verification)