

Date: _____

Dear [Tenant’s Name],

Thank you for being a valued tenant at our property. This letter serves as formal notice of an increase in your rent charge.

Your current monthly rent is: \$_____. Please select one of the following options below:

Lease Term	New Monthly Rent	Increase Amount	% Increase	Select (Initials)
Month-to-Month	\$ _____	\$ _____	_____ %	
12-Month	\$ _____	\$ _____	_____ %	
24-Month Year 1	\$ _____	\$ _____	_____ %	
24-Month Year 2	\$ _____	\$ _____	_____ %	

Montgomery County law requires landlords (unless there is a reasonable cause otherwise) to offer all prospective tenants lease agreements for an initial term of two (2) years and on any lease renewal. Before entering the lease, the tenant hereby acknowledges that (initial and date one of the following options):

_____ __/__/____

I was offered and accepted a two-year lease term by the landlord.

_____ __/__/____

I was offered but rejected a two-year lease term by the landlord.

_____ __/__/____

I received a copy of a written statement in which the landlord asserts and explains a reasonable cause for failing to offer me a two-year initial lease term and was advised of my rights to challenge such statement by contacting the Department of Housing and Community Affairs, 1401 Rockville Pike, 4th Floor, Rockville, MD 20850, (240) 777-0311.

The Montgomery County Voluntary Rent Increase Guideline (VRG) for this year is _____%. The County Executive publishes this guideline based on figures from the U.S. Department of Labor showing the rent component of the Consumer Price Index for All Urban Consumers for the Washington-Arlington-Alexandria Area for the preceding calendar year.

Your new rent charge will take effect on ____/____/_____, at least ninety (90) days from now. If you do not wish to continue your tenancy at the new rate, you must provide sixty (60) days' notice of your intent to vacate the Property.

General information and assistance regarding evictions and all addenda to your lease is available from the Department of Housing and Community Affairs, Office of Landlord-Tenant Affairs.

If you feel the rent increase is excessive, you may request that the Montgomery County Office of Rent Stabilization review the new monthly rent by calling MC311 or (240) 777-0311.

Sincerely,

Owner/Agent