
Date

Dear Resident:

We would like to thank you for renting at our property. We look forward to having you with us in the coming year. Your new rental rate will increase effective _____ as outlined below:

Your current lease agreement will expire on _____.

Your current rent is _____.

Your new monthly rent will be _____.

The percentage increase is _____.

The Montgomery County Voluntary Rent Increase Guideline for this year is _____%. This guideline is published by the County Executive based on figures from the U.S. Department of Labor showing the rent component of the Consumer Price Index for the Washington-Baltimore metropolitan area for the preceding calendar year.

General information and assistance regarding evictions are 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 Landlord-Tenant Affairs review the monthly rent.

Pursuant to the Moderately Priced Dwelling Unit (MPDU) law, MPDU tenants must provide income and household composition information to the landlord every year for recertification purposes. Therefore, within 30 days, you must return to the landlord the following information and documentation:

1. A completed Certification Form (form enclosed)
2. Most recent tax return and W-2s for each adult
3. Two (2) most recent paystubs (or 4 paystubs if paid weekly)

In accordance with the MPDU regulations, if you fail to provide the recertification information within the 30 days from the date it is requested, you must be given a 60-day notice to vacate. If upon recertification, it is determined that your household's income exceeds by thirty percent (30%) the maximum eligible income necessary to qualify as an eligible person, you must be given a 90-day notice to vacate.

Sincerely,

Owner/Agent

cc: Montgomery County MPDU Office