

Rent Increase Notice

Dear: _____

We appreciate your tenancy. Due to general cost increases, we reluctantly are required to increase your rent. This letter is to advise you formally that your rent is being increased to \$ _____ per month as of _____ (Date).

This increase does not effect any of our mutual obligations under your lease. For example, your rent due date will remain the first of the month or before.

Thank you for your understanding of the cost pressures on us as we do those upon yourself. We appreciate your tenancy and hope you will remain for a long time.

Best regards,

Landlord

Date

Rent Increase Notice

Review list

This review list is provided to help you create the Rent Increase Notice. This letter should be sent as soon as you have determined that a rent increase is in order and/or allowed under your lease or agreement with the tenant. Sending this letter immediately adds credibility to the landlord's contention that cost increases force this decision on your part. Note that while this is a big and good day for the landlord, it is a bad one for the tenant. Be as nice and reasonable as you can in your correspondence while retaining a firm position that the increase is required.

1. The Rent Increase Notice should be signed by a representative of the landlord. Make sure to keep a copy of the letter with all of your documents concerning that tenant, such as the lease and late notices or other documents.
2. This letter should be addressed to the tenant at the leased premises address. Smart landlords are obtaining email and fax numbers for their tenants. This makes for faster and easier correspondence. Many tenants respond better to an email, for example, when they hardly ever respond to regular mail. This is especially true of younger people, more accustomed to email, who are a large portion of the renting population. If the tenant is a corporation, it is more effective to address the letter to an individual known to you than to a department name.
3. Remember that, to a large degree, this is a sales letter—you are trying to “sell” the tenant amicably on accepting your rent increase, remaining a satisfied tenant, and doing no harm to the premises. It doesn't hurt to start out nicely; you can get tough later, if required. However, remember, that most venues favor the tenant over the landlord so you are well advised to use encouragement more than legal tactics to get the results you want.