



# INCOME-BASED RENTS: REPORTING INCOME CHANGES

If you live in federally assisted housing<sup>1</sup> (e.g., public housing, Section 8 voucher, VASH voucher, project-based voucher, HUD subsidized), your rent is likely based on a percentage of your family income. As your family income changes, so does the amount of rent you pay.

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## WHO CALCULATES MY INCOME AND RENT?

Depending on the type of federally assisted housing that you have or live in, it might be either your landlord or a housing authority that calculates your income and rent portion.

If you live in rental housing that is managed by the Jacksonville Housing Authority (JHA), or have a rental voucher issued by JHA, JHA employees calculate your family income and rent portion. Otherwise, your landlord calculates your family income and rent portion.

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## HOW OFTEN WILL MY FAMILY INCOME BE REVIEWED?

Generally, your family income will be reviewed at least once a year. The annual review process is different for each program, but will generally start about 90 days before annual rent changes will be made. In addition, when you report changes in family income, there should also be a review.

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## WHAT IF MY FAMILY INCOME INCREASES?

If your family income increases, in most kinds of federally assisted housing, you have an obligation to report the increase in family income. Failure to report increases to income on time can be a lease violation and cause your rent to be increased, including retroactively for months that have already passed.

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## WHAT IF MY FAMILY INCOME DECREASES ?

In most kinds of federally assisted housing, you can ask for your rent to be recalculated if your family income decreases.

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## WHEN SHOULD I REPORT CHANGES IN FAMILY INCOME?

As soon as you know of a change in your income, you should report it. Check your lease for the exact reporting requirements to report changes to your landlord. Review your “Family Obligations” if you have a rental voucher issued by JHA for the exact reporting requirements.

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## HOW SHOULD I REPORT CHANGES IN FAMILY INCOME?

Use the approved form if one is required or provided (e.g., JHA has an approved form). Otherwise, you can use the attached form. Keep a copy of your reporting for your records.

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<sup>1</sup> Some federally assisted housing programs do not charge income-based rents (e.g., some Low-Income Housing Tax Credit properties, some USDA or Rural housing properties, some Section 221(d)(3) BMIR properties). Instead, these rental units have reduced rents and are only available to families whose household income is below the income limits for the property.

# CHANGE FORM

Use this form to report changes in income or family size to your landlord. If your landlord provides a form, use that form when possible.

**Instructions:** Complete the sections that apply to you and deliver this form to your landlord. Attach proof of the change, if applicable.  
Ask the landlord to acknowledge receipt of this form at the bottom.  
Ask your landlord to make a copy of this form for you after it is completed.  
Keep your copy for your records.

Date:	
Landlord Name:	
Tenant Name:	
Tenant Address:	

I delivered this form to my landlord by (circle one):

- hand-delivery
- mail
- email
- fax
- other: \_\_\_\_\_

## 1. CHANGE IN FAMILY COMPOSTION

I have an increase / decrease (circle one) in my family size to report: \_\_\_\_\_

\_\_\_\_\_

## 2. CHANGE IN INCOME

I started a new job or my income has increased.

Describe your new job or income increase:

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My income has decreased.

Describe your income decrease:

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**Landlord acknowledgment:** I received this form from the above tenant on:

Date:	Landlord agent: