We have seen an abundance of calls \ emails regarding rent increases this month, and we don't want to lose any, so we are asking our landlords to follow this protocol when asking for rent increases:

- 1. Send an email to: <u>HCV@lynchburghousing.org</u> with your vendor name, the tenant name, the property address and the increase amounts.
- 2. Please mail us a copy of your increase too:

All increases are subject to rent reasonableness and approval.

LRHA Attn: Janice Hubbard 918 Commerce St Lynchburg, VA 24504