



## FLINT HOUSING COMMISSION

David A. Northern Sr.  
Chief Executive Officer  
3820 Richfield Road  
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Phone: (810) 736-3050  
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*Board of Commissioners:*  
President, Tredale Kennedy  
Vice President, Dominique Strong  
Commissioner, Sharon Reeves  
Commissioner, Geraldine Redmond  
Resident Commissioner, Marsu

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### Notice to Landlords

#### Subject: 2025 Rent Increase Request Process

Dear Landlord,

We are pleased to inform you that the Flint Housing Commission has received approval for its 2025 operating budget. As a result, we will begin accepting rent increase requests starting October 1, 2025, with processing scheduled to begin on January 1, 2026.

To ensure transparency and consistency across all submissions, we have implemented a new standardized **Rent Increase Request Form**. Please note that only this official form will be accepted for rent adjustment processing.

#### **How to Obtain the New Form:**

- In Person: Flint Housing Commission Office, 3820 Richfield Road, Flint, MI 48506
- Online: [www.flinthc.org](http://www.flinthc.org)

#### **Important Submission Guidelines:**

- **Recertification Alignment:** Rent increases must align with the tenant's annual recertification month.
- **Advance Notification:** You will receive notice of each tenant's recertification month at least three (3) months in advance.
- **Submission Deadline:** All rent increase requests must be submitted no later than 60 days prior to the tenant's recertification date. A copy of the tenant notification letter must be included with each request.
- **Retroactive Increases Not Permitted:** Rent increases will **not** be applied retroactively to prior years. This policy aligns with HUD regulations and the terms of the Housing Assistance Payment (HAP) contract, and is due to insufficient funding for backdated adjustments.



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### **Our Commitment to You:**

We recognize that rent adjustments have been on hold for the past three to four years, and we sincerely thank you for your patience and partnership during this time. As we move forward, the Flint Housing Commission remains committed to:

- Improving communication
- Ensuring timely processing
- Promoting transparency and accountability
- Strengthening our partnership with valued landlords

Should you have any questions or require assistance, please don't hesitate to contact our office. We are here to support you throughout this transition.

Thank you again for your continued cooperation and support.

Sincerely,

*Shamel Burnett*

[sburnett@flinthc.org](mailto:sburnett@flinthc.org)

Housing Choice Voucher Director,  
Flint Housing Commission