

**ROBERT G. CASSILLY**  
Harford County Executive

**ROBERT S. McCORD**  
Director of Administration



**BARBARA W. RICHARDSON**  
Director of Housing &  
Community Services

## RTA DEADLINE NOTICE

Enclosed is a Request for Tenancy Approval (RTA) for requesting changes to the rent amount or utility responsibility of your tenant. If you are requesting a rent increase, the RTA must be completed and signed by you and your tenant and returned to the Housing & Community Services office at least sixty (60) days before the requested effective date (Box 3 on the RTA). An effective date and RTA deadline date chart is printed below for your reference.

If you are not requesting any changes, you do not need to submit an RTA.

A rent increase request will only be considered at least 12 months after the most recently approved rent increase.

If you have any questions regarding this matter, please contact this Department at 410-638-3045.

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### Rent Increase Request RTA Deadlines

**RTA must be received from the landlord at least sixty (60) days prior to the effective date.**

<b><u>RTA Deadline to Housing &amp; Community Services</u></b>	<b><u>Effective Date</u></b>
<input type="radio"/> January 1	March 1
<input type="radio"/> February 1	April 1
<input type="radio"/> March 1	May 1
<input type="radio"/> April 1	June 1
<input type="radio"/> May 1	July 1
<input type="radio"/> June 1	August 1
<input type="radio"/> July 1	September 1
<input type="radio"/> August 1	October 1
<input type="radio"/> September 1	November 1
<input type="radio"/> October 1	December 1
<input type="radio"/> November 1	January 1
<input type="radio"/> December 1	February 1

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410.638.3045 | 410.879.2000 | 15 South Main Street, Bel Air, Maryland 21014 | [www.harfordcountymd.gov](http://www.harfordcountymd.gov)

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST