



Oregon State
University

30-Day Notice for Monthly Rental Adjustment

Department:
Property address:
Unit Head:
Date:

Dear _____,

Pursuant to Section 4 of the Employee Housing License Agreement, please let this letter serve as a minimum 30-day prior notice that the monthly rent for housing located at the address noted above will be adjusted. To maintain consistency with market rates, beginning the 1st day of _____ the monthly rent will be increased to \$_____.

Attached is an updated Rent Reduction Report reflecting the updated fair market rental value obtained from the appraisal. An amendment to your Employee Housing License Agreement showing the new rental amount will be prepared by the real estate department for your review and signature.

Thank you.

Signature acknowledging receipt of notification

Date

Sincerely,