



CITY of BEVERLY
PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

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To: Manager(s)/Developer(s) of LIP/LAU – Affordable Rental Housing Units

From: Darlene Wynne, Director

City of Beverly Planning and Community Development Office

Date: March 1, 2022

Re: Process for Requesting Rent Increase for LIP/LAU Affordable Rental Units

Managers and/or Developers who wants to increase affordable rents must request the increase(s) of both the City of Beverly and the Department of Housing and Community Development (DHCD). Please not that annual rental increases are not automatic. All rental increases must be approved by the City and subsequently by DHCD. All requests should be sent to the City of Beverly and to DHCD.

A simple spreadsheet showing the actual rent and address for each affordable unit with the tenant's name, previous income, current income, the amount of utility allowances (UA), the date of verification of HH income, should be sent to the City and to DHCD. *(example spreadsheet attached)*

For verification as well as increase requests, we do need to see the current Beverly Utility Allowance sheets for each type of building for which it/they will be used. For example, high rises may have different allowances from duplexes or garden style apartments. The developer or manager should **circle or highlight each allowance that applies to his project on the correct utility chart.**

Requests for rent increases must include current rent and UA and proposed rents with current UA