

**Neighborhood Stabilization Program  
Homeowner Request for Approval of Prospective Tenant and Lease**

Homeowner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Block/Lot: \_\_\_\_\_

**Request must include all of the following:**

- Notarized Affidavit re: Household Makeup and Household Income
- IRS Transcript of Tax Return for the most recent tax year for each income-earning household member
- Two most recent paystubs for each income-earning household member
- Proposed form of lease, which must include the required lease rider attached to your NSP Subsidy Mortgage as Exhibit C.

**SEND TO:**

NYC Department of Housing Preservation and Development  
Homeowner Mortgage Services  
100 Gold Street, Room 7-U1  
New York, NY 10038  
Attention: Peter Donohue

**NOTE: Incomplete approval requests will result in a delay of processing.**