

LINC I Rental Assistance Program

Landlord/Broker Fact Sheet

February 2015

How does participating in the LIVING IN COMMUNITIES (LINC) I Rental Assistance program benefit me?

The availability of new Section 8 vouchers is uncertain and even in the best case the supply will not meet the need. Therefore, the Living In Communities (LINC) I program is your way to participate in a rental assistance program that provides opportunities and support for you and your tenants. Due to available funding, only a limited number of the LINC I rental assistance grants will be issued. Consequently, not every family in the shelter system will be able to receive rental assistance.

You have access to a wide array of benefits, including:

- Rent level based on household size at competitive rates.
- One year of rental assistance payments from HRA on behalf of eligible families with the possibility of a second and third year based on an annual renewal.
- Two additional one-year extensions will be available to families who meet good cause criteria.
- Payments up front: one month broker's fee, prorated current month, first month (in full), one month security voucher, and the rental assistance portion of the second, third, and fourth months' advanced rent.
- Quick apartment registration and apartment clearance.
- Citywide Homebase program or other community-based service providers support tenants while in their apartments.

Who are my prospective tenants?

Households in shelter who:

- Work a combined total of at least 35 hours per week in unsubsidized employment.
- Are employed at least 90 days before certification.
- Have a total household income that does not exceed 200% of the federal poverty level.

Because eligibility for the LINC I Rental Assistance is based on employment, you are more likely than ever before to have tenants with steady jobs and incomes.

How do I sign a lease or find out more?

If you have an apartment to offer to DHS, go to the DHS website for instructions: <http://www.nyc.gov/html/dhs>.

If you have an apartment to offer HRA, call 929-221-7246.

When a landlord and tenant have agreed to enter into a LINC I lease, the apartment must be inspected and approved for the program. If your tenant resides in the DHS shelter system, you should work with your tenant's housing specialist to submit an apartment registration form and leasing packet to DHS. If your tenant resides in the HRA shelter system, you should work with your prospective tenant to submit an apartment registration form and leasing packet to HRA. All apartments must pass an inspection by Department of Housing Preservation and Development (HPD) Housing Quality Standards inspectors. Inspections will be scheduled within two business days of your request.

In order to request an inspection and begin the leasing approval process, the landlord/broker and tenant must submit the following documents:

- An Apartment Registration form
- An Intent to Lease letter
- A "W9 form" which calls for a valid Taxpayer Identification Number (TIN)
- Security deposit voucher form
- Broker request form (if applicable)
- Copy of current Broker's License (if applicable)

Once the documents have been reviewed and approved, and the apartment passes inspection, a lease signing will be scheduled by HRA. The lease signing will usually occur within one week. All leases are between the landlord and the tenant, and the City is not a party to the lease.

Required documents may be downloaded from the DHS Website at www.nyc.gov/dhs or the HRA Website at <http://www.nyc.gov/hra>.

What help is available once my tenant moves in?

- If your tenant came from a DHS shelter, you can contact the HRA Rental Assistance Call Center Monday-Friday from 9am to 5pm at 929-221-0043 or connect with your local Homebase office by calling 311. Homebase is a community homelessness prevention program that can provide tenants with access to a wide array of supportive services, including workforce development, emergency cash assistance, and mediation. Homebase can also assist your tenant in developing a transition plan for the end of the rental assistance period.
- If your tenant came from an HRA shelter, you can call HRA from 9am to 5pm at 929-221-7270 for assistance and connections to community services. Community-based nonresidential programs provide a range of supportive services, including counseling, information and referral, financial counseling, advocacy, and legal assistance.

How long does the program last?

- Once you have an apartment that is approved and linked to the LINC I program, you will receive one year of monthly rental assistance payments.
- Tenants need to contribute 30% of their gross monthly income toward their rent. The tenant contribution is calculated prior to lease signing and is set for the first year.
- Before renewing any participant for a second and third year of the program, we check to make sure the household is continuing toward increased earnings, social supports and housing stability, and we will recalculate the tenant contribution based upon current income. Renewal requirements include the tenants showing:
 - Demonstrated work, with employment of at least 35 hours per week per household.
 - Income at or below 200% of the federal poverty level.
- Participants who are renewed or who are able to pay rent on their own are entitled to a second year of tenancy at the same rent amount and there are restrictions on rent increases in subsequent years.
- In special cases, tenants may be eligible for up to two one-year extensions following the third year.
- Please note rental assistance payments are contingent upon the availability of funding for the program.

What is the amount of the rental payments I will receive?

The enhanced maximum rental amounts available under this program are based on household size and are listed in the below table.

In addition, side deals are strictly prohibited. You are not permitted to request any additional fees, beyond what is legally agreed upon in the lease. You are prohibited from charging extra for heat and hot water.

LINC I Rental Assistance Program Chart									
Family Size	2	3	4	5	6	7	8	9	10
ENHANCED Max Rent	\$1,268	\$1,515	\$1,515	\$1,956	\$1,956	\$2,197	\$2,197	\$2,530	\$2,530

LINC I Example

The following is an example of a tenant contribution and rental assistance amount. The tenant's contribution and maximum rent will be based on the tenant's household income and family size.

Family Size:	4
Maximum Rent:	\$1,515
Monthly Household Income:	\$1,320
Monthly Tenant Contribution:	\$396
Monthly Rental Assistance:	\$1,119

The information in this pamphlet provides a general overview of the LINC I Rental Assistance program. It is not intended to provide full details concerning the operation of the program.



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