

Living in Communities (LINC) Lease Signing Frequently Asked Questions

How is the lease signing scheduled?

Once all of the leasing packet materials are received, the apartment has passed a LINC inspection, and the Human Resources Administration (HRA) has verified tenant eligibility, the Department of Homeless Services (DHS) will contact the shelter to schedule a lease signing three business days following approval. Lease signings are held at 109 East 16th Street, 7th floor and are conducted by HRA staff.

Who has to be present?

The landlord or landlord's representative must be present at the lease signing along with all adult members of the LINC household and the shelter representative. Aftercare service representatives will also be present to connect the tenant to services in the community.

What happens at lease signing?

HRA reviews the leasing documentation, confirms that no side deals have been paid or promised, confirms that the keys have been given to the tenant, and provides the LINC checks and the security voucher to the landlord, and furniture check (if applicable) to the tenant. LINC III tenants must also pay their first month's contribution, if they have one. All tenants also meet with aftercare representatives and are referred for ongoing services.

When should the lease start?

Unless the lease signing is taking place on the first four days of the month, the lease start date should begin the first day of the following month. HRA will provide prorated rent for the remainder of the current month. If the lease signing takes place on the first four days of the month, the lease start date should be the first day of the current month.

What must I bring?

Landlords & Brokers:

- A lease
- **If the owner of the property does not attend the lease signing**, the following documentation must be provided:
 - In order to sign LINC documents, the representative must present a notarized Power of Attorney form, indicating that the representative has the authority to sign real estate documents for the landlord.
 - In order to pick up checks for another party, the representative must provide a signed and notarized letter from that party allowing HRA to give the checks to the representative.
- **If the broker does not attend the lease signing**, the representative must provide a signed and notarized letter from the broker allowing HRA to give the broker's check to the representative.
- Landlords should also review the LINC Landlord Statement of Understanding and Lease Rider in order to be familiar with the program rules prior to lease signing.

Tenants:

- All tenants should review the LINC Tenant Statement of Understanding, the LINC Tenant Reminder of Important Payments, and the LINC Participant Agreement prior to lease signing
- LINC III tenants must bring their first month's client contribution, if applicable.

LINC Lease Signing Checklist

Landlords & Brokers:

- A lease with the correct leasing date
- The keys to the LINC apartment
- The LINC Landlord Statement of Understanding and Lease Rider
- If not in attendance, a Power of Attorney authorizing the broker or representative to sign the leasing documents and
- If not in attendance, a notarized letter authorizing the broker or representative to pick up the LINC checks.

Tenants:

- LINC Tenant's Statement of Understanding
- LINC Participant Agreement
- LINC Tenant Reminder of Important Payments
- LINC III Tenants must bring the first month's tenant contribution, if applicable.

LINC Payee Designation: If the owner wishes to designate a payee to receive the ongoing LINC payments, HRA **must** receive the notarized LINC Payee form from DHS prior to the lease signing. HRA will not be able to change the payee at lease signing.

What funds will HRA provide at lease signing?

- Prorated rent (if applicable)
- A landlord bonus (until the first 1,000 LINC leases are signed)
- A broker's check (if applicable)
- A furniture allowance check for the tenant (if applicable)
- Four months rent in advance:
 - LINC I & LINC II advance rent will include the entire first month's rent and the LINC rental assistance amount for three additional months
 - LINC III advance rent will include the LINC rental assistance amount for four months and the HRA shelter allowance for the first month, as applicable. HRA is not providing the tenant's first month's contribution for LINC III (if applicable). The tenant must pay the contribution at lease signing.

When will the landlord begin to receive LINC payments?

- *LINC Rental Assistance Payments*: Four months after the date of the lease
- *Tenant Contribution*: Begins the month after the date of the lease for LINC I and LINC II. LINC III tenant contributions (if applicable) begin at lease signing.
- *Shelter Allowance*: Begins (if applicable) the month after the date of the lease for LINC I and LINC II. LINC III shelter allowance (if applicable) begins at lease signing.

If a tenant qualifies for cash assistance once the tenant moves into the apartment, the landlord will receive four checks each month, the LINC rental assistance and tenant contribution near the beginning of the month and the shelter allowance, which is made in two payments each month.

The information in this pamphlet provides general information about the LINC lease signing process and the LINC Rental Assistance program. It is not intended to provide full details concerning lease signing or the operation of the program.



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