



Department of  
Housing Preservation  
& Development  
nyc.gov/hpd

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Office of Financial Management  
and Analysis  
Division of Tenant Resources  
100 Gold Street  
New York, N.Y. 10038

## EMERGENCY MOVE REQUEST

Instructions: This form should only be completed by families who need to move due to an emergency situation. Please complete this form in full and attach all supporting documentation.

**Head of Household Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Person Requesting Move** (if different from above) \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Subsidy Program:**     HCV         PBV         HOME TBRA         TDAP

**Reason for request:** (Please check one)

- Domestic violence and/or child abuse     Intimidated victim or witness     Court stipulation/order waiving rent
- 90 days in Housing Quality Standards (HQS) failure status or Emergency HQS failure
- Stoppage of utilities due to hazardous conditions     Overcrowded conditions verified by HPD
- Foreclosure     Rent Burden

**Instructions:** For each reason selected, please check all of the appropriate documentation that you are submitting. Please submit as much documentation as you can to support your request. All documents submitted must be current [within four (4) months].

**Domestic Violence and/or Child Abuse**

- Order of Protection (Criminal or Family Court)     Police Report for Domestic/Criminal Incident
- Hospital Inpatient letter documenting assault     Completed HUD Form 50066
- Advocacy letter from social service provider, ACS, medical professional, NY District Attorney, or US Attorney

**Intimidated Victim and/or Intimidated Witness**

- Order of Protection (Criminal Court)     Police Report (complaint 61) of threat or violence
- Advocacy letter from social service provider, NY District Attorney, or US Attorney

**Foreclosure**

- A copy of the foreclosure stipulation with the order to vacate the unit

**Stoppage of Utilities Due to Hazardous Conditions**

- Copy of notice from the utility company stating reasons that utilities were terminated

**HQS Failure or Rent Burden**

*No documents necessary*

**Court Stipulation/Order Waiving Rent Arrears**

- Copy of court stipulation waiving rent arrears

**Please provide a brief summary to support your request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information and supporting documentation is true to the best of my knowledge. I understand that supplying false statements and information can lead to a denial of my emergency move request and jeopardize my housing subsidy.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

**For HPD Use Only**

Date Reviewed: \_\_\_\_\_

Approved:     Yes     No

Notes \_\_\_\_\_

\_\_\_\_\_  
Director/Coordinator Signature

\_\_\_\_\_  
Date