QUESTIONS & ANSWERS
CALENDAR YEAR 2018 INCOME AFFIDAVIT

What happens if I fail to submit my 2018 Income Affidavit?

- **Answer**: If you fail to submit your income affidavit by April 30th, you will be charged a non-refundable administrative fee of $50, payable to the Housing Company. An additional ongoing non-refundable fee of $150 per month will be charged if a fully completed affidavit is not been submitted by June 30th. Additionally, you will be subject to a maximum surcharge.

  NOTE: You may be subject to legal action for failure to submit your Income Affidavit.

Can I not choose not report my income and accept a maximum surcharge?

- **Answer**: No. If residents submit an income affidavit but fail to disclose their income, their affidavit is considered incomplete and will be subject to both the maximum surcharge and an additional ongoing charge of $150.00 per month.

I had medical and dental expenses last year, but I did not itemize my deductions. Can I still claim the medical and dental expenses on line 9 of my income affidavit?

- **Answer:** No. In order to claim medical and/or dental expenses on line 9 of your income affidavit, you must have itemized your deductions as reported on your ***NYS IT-196*** itemized deduction schedule item 1. In addition you must provide a copy of your IT-196 or you will not receive the deduction

I had income but I was not required to file a 2018 NYS Tax Return. Do I need to report my income on my affidavit?

- **Answer:** Yes. If you or a family member were not required to file a 2018 NYS Tax return, the income must still be reported in the household composition portion of the income affidavit. You must also check the box indicating "**NO RETURN FILED".**

I had no income last year. Can I indicate Zero on my affidavit?

- **Answer**: No. Reporting zero income is not acceptable. Managing agents will require an explanation as to how you are able to pay your rent/maintenance charges, utilities, and the cost of food without income. You must report all sources of income on your affidavit including savings withdrawals, contributions from relatives or friends as well as any unearned income such as unemployment, social security, pension or public assistance.

Since the last income affidavit submission, the resident of record has permanently vacated. Can I complete and submit the income affidavit?

- **Answer:** Yes. However, you must inform the managing agent that the resident of record has vacated. You must also request succession rights when you submit the income affidavit. Your managing agent will provide you with an application for succession rights along with instructions on how to complete the application and required documents.

I noticed the 2018 Income Affidavit asks that I provide my phone number. Is it necessary for me to provide my phone number?

- **Answer:** We strongly encourage you to provide your phone number. Should a question arise concerning your income affidavit, management or HPD may need to contact you to resolve a question or to avoid a potential surcharge.

I am considering advertising my apartment with Airbnb, is this ok?

- Answer: **NO**. Renting your apartment or any portion of your apartment through Airbnb or other similar arrangement is a serious violation of the Mitchell-Lama rules that could result in your eviction.

Where can I get a copy of the Mitchell-Lama Rules?

- **Answer:** The City Mitchell-Lama rules are available on HPD's web site www.nyc.gov\hpd.