

**Statement of Briefing Completion**

By submitting this form, I, (tenant/applicant name: \_\_\_\_\_), do hereby affirm and state:

1. That I have viewed the online briefing on program requirements for the (program name: \_\_\_\_\_). I completed this briefing on (date of briefing: \_\_\_\_\_).
2. That I received written briefing materials via a link to HPD’s website.
3. That I have that I have been provided, read, and understood the “Things You Should Know” document.
  - a. I understand that if I have any additional questions, I can send an email to:
    - i. [DTRInitials@hpd.nyc.gov](mailto:DTRInitials@hpd.nyc.gov) for tenant-based programs, and
    - ii. [Conversions@hpd.nyc.gov](mailto:Conversions@hpd.nyc.gov) for the Project-Based Voucher (PBV) program.
4. That I received an opportunity to ask and receive answers to questions about the program listed above with an HPD staff member over the phone, and that I have contact information to use for any future questions.
5. I understand that this briefing is a requirement to receive a voucher, but this certification does not guarantee that I will receive subsidy.

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SIGNATURE

PRINT NAME

DATE

**Do you have an email address? Would you like to be contacted using email? If so, provide your email below.**

Email address: \_\_\_\_\_

*Note: providing your email address is optional. If you do not provide your email address but sign, print your name and write the date on the signature line above, your certification document will be considered complete.*



**You may submit this information to HPD by:**

- Email: [DTRInitials@hpd.nyc.gov](mailto:DTRInitials@hpd.nyc.gov) (for tenant-based) or [Conversions@hpd.nyc.gov](mailto:Conversions@hpd.nyc.gov) (for PBV)
  - a. Fill out this form electronically and email it to HPD
  - b. Print the form, complete it, and send a scan or picture to HPD
  - c. Or, you can send all the language in the form above (including the information requested in the parentheses) in an email to HPD
  
- Fax completed form to [212-863-8832](tel:212-863-8832) (for tenant-based) or [212-863-7732](tel:212-863-7732) (for PBV)
  
- If it is safe for you to do so, you may mail this certification to:  
HPD Division of Tenant Resources  
100 Gold Street, Room 1-M  
New York, NY 10038  
*\*Note: HPD's Office of Client Services is currently closed to the public*

