

Required Documentation for HPD Rental Subsidy Applications



Below are the required documents that should be submitted with applications for HPD-administered rental subsidies.

Building-Wide Documents								
Document	PBV (& PBV VASH) & HCV	HUD VASH	NYC 15/15	Mod Rehab	CoC Mod SRO	CoC SPC	Mainstream	FUP
Landlord Package	X	X	X	X	X	X	X	X
Rent Roll	X	X	X	X	X	X	X	X
TCO	X	X	X	X	X	X	X	X
Tenant Documents								
Document	PBV (& PBV VASH) & HCV	HUD VASH	NYC 15/15	Mod Rehab	CoC Mod SRO	CoC SPC	Mainstream	FUP
HRA 2010e Eligibility Determination Letter			X					
Proof of Chronic Homelessness						X		
Proof of Homelessness					X			
Proof of Qualifying Disability						X		
Executed Lease			X	X	X	X		
Passed HQS Inspection**	X	X	X	X	X	X	X	X
Supplement Contact to the Application	X	X		X	X	X	X	X
Debts Owed to Public Housing Agencies & Termination (HUD Form 52675)	X	X		X			X	X
Lead-Based Paint Disclosure (signed)	X		X	X	X	X		
Application for Rental Assistance	X	X	X	X	X	X	X	X
Request for Tenancy Approval (RFTA)	X							
Authorization for Release of Information (use form applicable to the program)	X	X	X	X	X	X	X	X
Proof of SSN	X	X	If declared	X	X	X	X	X
Government-Issued Photo ID	X	X	X	X	X	X	X	X
Proof of Date of Birth	X	X	X	X	X	X	X	X
Proof/Declaration of Citizenship Status	X	X		X	X	X	X	X
Proof of Eligible Immigration Status*	X	X		X	X	X	X	X
Proof of Income	X	X	X	X	X	X	X	X
Proof of Assets	X	X	X	X	X	X	X	X
Verification of Absent Parent(s) Form*	X	X	X	X	X	X	X	X
Proof of Custody*	X	X	X	X	X	X	X	X
Proof of Unreimbursed Medical and Pharmacy Expenses*	X	X	X	X	X	X	X	X
Proof of Unreimbursed Disability Expenses*	X	X	X	X	X	X	X	X
Verification of Student Status*	X	X	X	X	X	X	X	X
Verification of Childcare Expenses*	X	X	X	X	X	X	X	X
Written statement of name change or discrepancy*	X	X	X	X	X	X	X	X

*Required for submission if it is applicable to the family.

**Passed HQS inspection is required for subsidy to start.