

Things You Should Know

Don't risk your chances for rental assistance by providing false, incomplete or inaccurate information on your application and recertification forms.

Purpose This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud The New York City Department of Housing Preservation and Development (HPD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house
- Required to repay all overpaid rental assistance you received;
- Fined up to \$10,000
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance

Your state and local governments may have other laws and penalties as well.

Asking Questions If you do not understand something on the application or about the housing program, say so. The HPD staff can answer your questions or find out what the answer is.

Completing the Application When you give your answers to application questions, you must include the following information:

Income All sources of money you and any adult member of your family receive (wages, welfare payment alimony, social security, pension, student loans, etc.)

- Any money you receive on behalf of your children (child support, social security for children, etc.)
- Income from assets (interest from a savings account, credit union, certificate of deposit, dividends from stocks, etc.)
- Earning from a second job or a part-time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive)

Assets

- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. that are owned by any adult who will be living in the household with you.
- Any business or asset you sold in the last 2 years for less than its full value.

Family/Household Members

- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have it, understand it and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give your application will be verified by HPD.

Recertifications

You must provide updated information at least once a year. You must report any changes in income or family/household composition immediately. HPD conducts recertifications on an annual basis. You must report on recertification forms:

- All income changes, such as pay increases or benefits, change of job, loss of job, loss of benefits, etc., for all adult family/household members.
- Any family/household member who has moved in or out.
- All assets that you or your family/household members own and any asset that was sold in the last 2 years for less than its full value.

Beware of Fraud

Please follow the below tips to avoid being a victim of a fraud scheme:

- Do not pay any money to complete or submit a NYC 15/15 application.
- Do not pay for anything not covered by your lease.
- Do not pay more money for rent. Your share of the rent is determined by HPD. If your landlord requests additional rent payments or attempts to alter your lease or utilities responsibilities, please contact HPD immediately.
- Get a written explanation if you are required to pay any money other than rent. Check with the HPD before you pay any extra money to your landlord.

Reporting Fraud

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to HPD Client Services at (917) 286-4300 or call 311.

I understand that the above does not contain everything a NYC 15/15 tenant has to know or should do. I further understand that as Head of Household it is my responsibility to ensure that all information submitted to HPD is accurate and complete. By signing below, I affirm that I have read and understood this document.

Signature of Applicant Date