

Reporting Decrease in Income Form

If you are receiving rental assistance from HPD and your household has recently experienced a decrease in income, you may notify HPD for an adjustment to your tenant share of rent. Approved adjustments will be made retroactively to:

- the first of the month after the income reduction occurred, if the **income reduction occurred** on or after February 1st, 2020 (2/1/2020).
- the first of the month after the **income reduction was reported**, if the income reduction occurred before February 1st, 2020 (2/1/2020).

Please complete this form for each household member who experienced a reduction in income.

1) Head of Household name: _____
Assisted Address: _____
Primary Telephone Number: _____
Email address: _____

2) Name of household member who lost income:
➤ _____

3) What is their current income (after this loss)? Check the applicable box and provide additional information as necessary.

- Lost all income. Date of Loss: _____
- Lost partial income. My current monthly income is: _____ and
the date of loss is: _____

4) Is there any new income in the households such as unemployment benefits? Check the applicable box and provide additional information as necessary.

- No
- Yes, My new monthly income is: _____ and
the date of the first payment was: _____



5) Describe the income source(s) or employer name(s) where income was lost. If this includes child support, list the applicable child/children's name(s):

➤ _____
➤ _____
➤ _____
➤ _____

6) List any documentation that you and your employer are providing to HPD to show the loss in income (or increase in income, if applicable). *See attached chart for examples.*

➤ _____
➤ _____
➤ _____
➤ _____

7) If you are unable to provide documentation to HPD, explain:

Certification:

I, _____, certify that the above information is accurate and understand that providing false statements to a government agency is punishable under federal and/or state and local law and may result in loss of subsidy.

Signature of Head of Household

Date



You may submit this information to HPD by:

- Email: DTRIncomeDecrease@hpd.nyc.gov
 - a. Fill out this form electronically, scan or take a picture of any additional documents (if applicable) and email them to HPD
 - b. Print the form, complete it, and send a scan or picture to HPD
 - c. Or, you can send the required information in the body of an email to HPD and attach pictures of any additional documents

- Fax completed form to [212-863-5299](tel:212-863-5299)

- If it is safe for you to do so, you may mail your request and supporting documents 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*

Documentation Requirements and Recommendations		
Type of income loss	Required (Acceptable Statement or Document)	Recommended (Acceptable Proof or Document)
If you lost all Child support	Complete this form or state in an email that you are not receiving any child support payments.	Submit a letter from the person who provides child support indicating they will not be providing child support.
If you lost some Child Support (some)	Complete this form or state in an email the amount of child support currently being received.	Submit a letter from the person who provides child support
If you lost your job (e.g., laid off, business closed)	Complete this form or state in an email that you lost your job and specify the job you lost.	If your employer can provide documentation: submit a letter or text from the employer If employer is unable to provide documentation: complete this form or write an email stating why you cannot provide documentation
If you lost partial income (e.g., hours reduced, self-employed and business has slowed)	<u>If work is hourly:</u> Complete this form or state in an email your current monthly income. <u>If work is seasonal or you are self-employed:</u> Complete this form or send an email stating your typical monthly income and your current monthly income.	<u>If work is hourly:</u> Submit two (2) most recent pay stubs. <u>If work is seasonal or you are self-employed:</u> bank statements, letter from typical customers, self-certification is satisfactory.

