

Head Of Household Name: _____

Date: _____

My Tenant Fact Sheet

About My New Home

My name is _____ and my new address is: _____.

As of (_____), my tenant share for my new unit is (_____).

My lease starts on (_____) and my lease ends (_____).

My rent is due on the (_____) of every month.

My landlord prefers to be paid by the following method:

- cash
- check
- money order
- online payment (Venmo, Zelle, etc.)

About My New Property Personnel

My new property manager is (_____).

If I need to contact my landlord/management office, I can visit them at (_____), email them at (_____), or call them at (_____).

My building superintendent's name is (_____) and I can reach them by (_____) if I have any repair requests.

My Utility Responsibilities

I am responsible for:

- electricity
- gas
- heat
- hot water
- oil

I can visit CONED.com, call 1-800-752-6633, go to 637 West 49th Street New York, NY 10019.

Use this space to insert other utility companies if needed:

For internet and TV:

DISH 1-866-254-0606, DIRECT TV 1-855-823-4715, Spectrum 1-844-991-1436,
RCN 1-855-315-1207, Verizon 1-800-294-6804

About My New Community

For more information about the neighborhood public schools, I can visit the *DOE Family Welcome Center (FWC)* for my school district. My school district is (_____).
The FWC is located at (_____).

The closest bus stop/s to my new home is/are (_____).

The closest train/s to my new home is/are (_____).

An Overview of My Neighborhood Resources

The closest community-based organization to me is (_____). It is located at (_____).
I can reach them at (_____).

The closest HRA Office to me is (_____). I can reach them at 888-692-6116.

The closest hospital to me is (_____). It is located at (_____). I
can reach them at (_____).

The closest police precinct to me is NYPD (_____). It is located at
(_____). I can reach them at (_____).

The closest fire department to me is (_____). It is located at
can reach them at (_____).

Keep in Contact with HPD

My annual recertification is due (_____).

If I experience any household changes like income decrease, employment changes, change in
household composition, I will contact (_____) at (_____) or
(_____).