

Completing and signing documents: using Adobe on your computer

Note: these steps are taken from Adobe's website. Click this link to learn more:

<https://acrobat.adobe.com/us/en/acrobat/how-to/fill-sign-pdf-forms-electronically.html>

1. Open a PDF document in Adobe Acrobat.

Certification Statement - PBV.pdf - Adobe Acrobat Reader DC

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NYC
Department of
Housing Preservation
& Development
nyc.gov/hpd

Office of Neighborhood
Strategies
Division of Tenant Resources
100 Gold Street
New York, N.Y. 10038

Statement of PBV Briefing Completion: Project Sponsor

I, (employee name: _____), being an employee of
(Project Sponsor¹ name: _____), do hereby affirm and state:

1. That (tenant/applicant name: _____) was briefed on program requirements for the Project Based Voucher (PBV) Program. This briefing took place on (date of briefing: _____), and included:
 - a. a presentation outlining program responsibilities,
 - b. the "Things You Should Know" form,
 - c. the PBV program briefing document,
 - d. appropriate contacts and resources for asking further questions about the PBV program:

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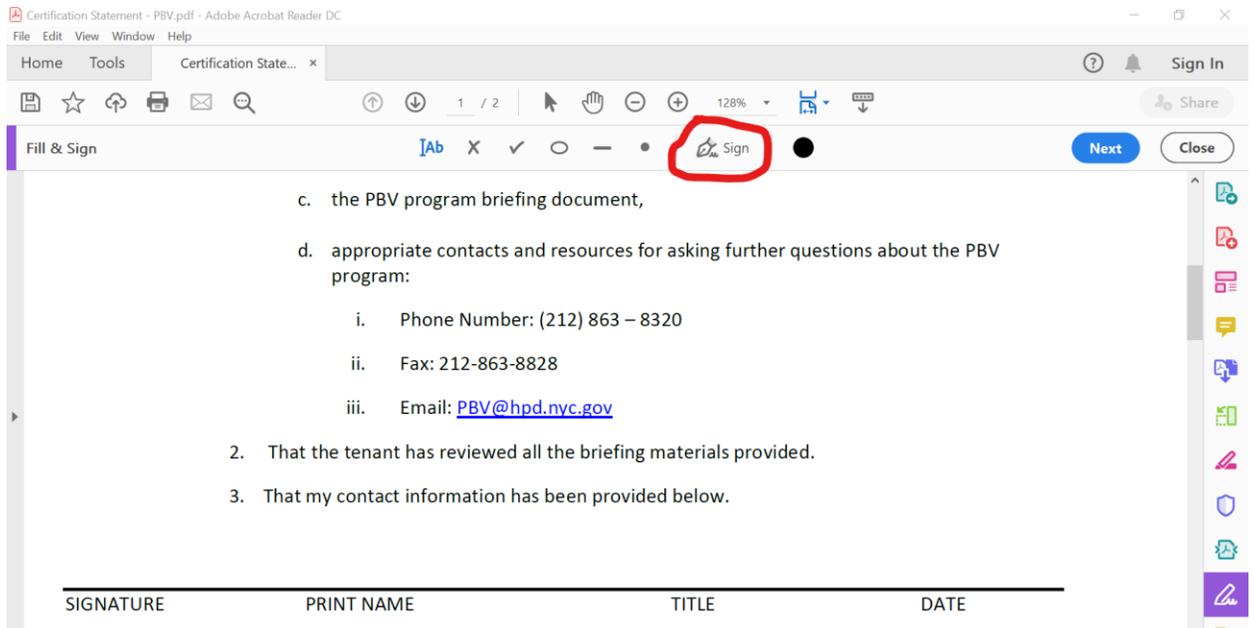
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Compress PDF

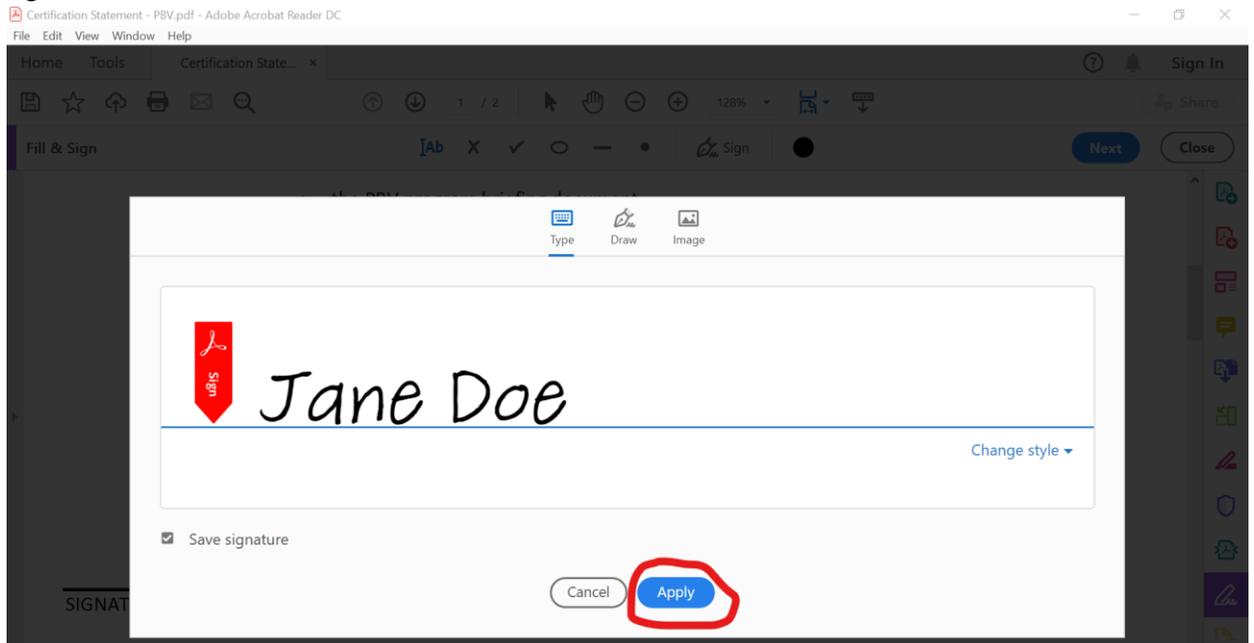
Fill & Sign

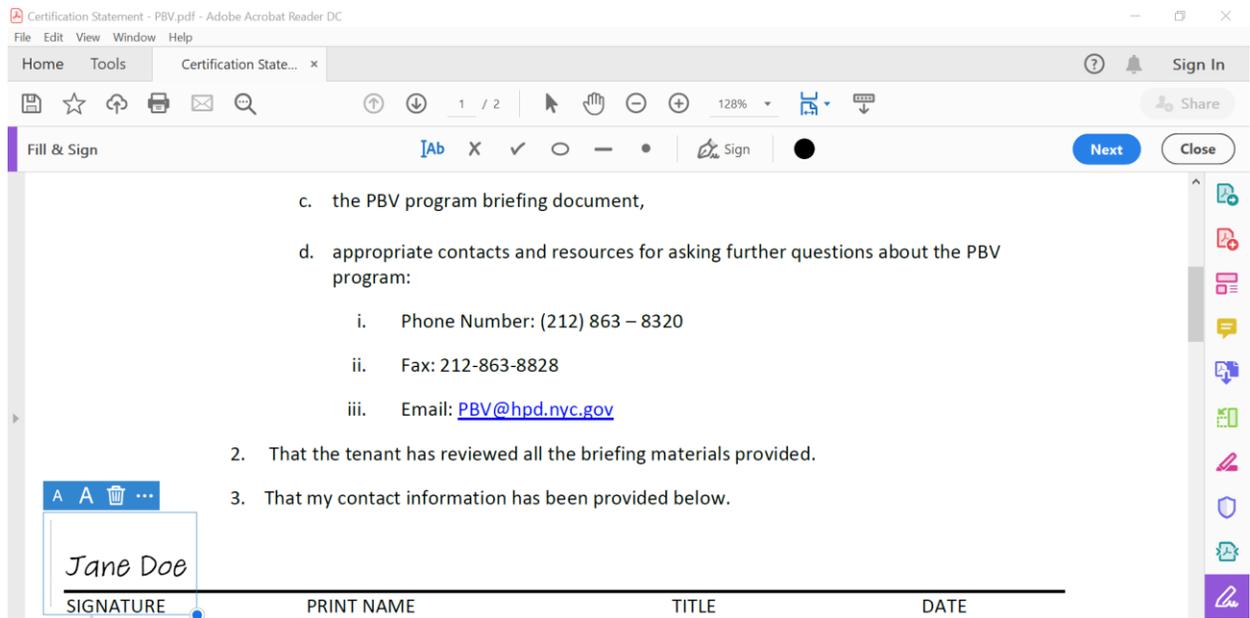
Create, edit and sign PDF forms & agreements

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Then draw, type, or choose an image for your signature. Then click “Apply” to place your signature on the form.





Note: generally speaking, when you sign a form, you are certifying that you have read the terms and conditions, and that all information you provide are true and correct, and that you have not knowingly or willingly made a false statement, given false information or omitted information in connection with this document. Willful false statements are a basis for rejection of the document and are a criminal offense.

5. **Send your form:**
Save the signed version of the form and send it in an encrypted email.

Completing and signing documents: using Adobe on your phone or tablet

Note: these steps are taken from another website. Click this link to learn more:

<https://smartphones.gadgethacks.com/how-to/use-adobe-fill-sign-electronically-fill-out-sign-important-forms-android-ios-0204559/>

1. Download the app called “Adobe Fill & Sign.” It is available for free on the Apple App Store for iPhones and iPads, and the Google Play store for Android phones and tablets.
2. Open Adobe Fill & Sign and tap on the form with a plus sign icon in the middle of the screen to choose a form to fill out. Depending on which operating system you have, you can choose from the following methods to import a form:
 - a. Android:
 - i. PDF File: this option allows you to open a pdf form you have saved on your phone or tablet.
 - ii. Photo Library: this option allows you to open a form you have saved on your phone or tablet as a photo.
 - iii. Take a Picture: this option allows you to take a picture of a form and fill that out.

- b. iOS (iPhone and iPad):
 - i. File Browser: this option allows you to open a pdf form you have saved on your phone or tablet.
 - ii. Web URL: you can provide the link to a form provided on HPD's website. Forms can be found at: <https://www1.nyc.gov/site/hpd/services-and-information/section-8-forms.page>
 - iii. Camera Roll: this option allows you to open a form you have saved on your phone or tablet as a photo.
 - iv. Take a Picture: this option allows you to take a picture of a form and fill that out.
 - v. Email Attachment: this option allows you to upload a form from your email. To use this option, open a pdf from the email app on your phone and click the button on the top right. Then, find the Adobe Fill & Sign sharing option and click that.
3. Once you open the form in the app, you can begin to fill it out. Tap anywhere to add text. A black popup will appear, which you can use to increase or decrease text size, delete a text box, and add a check mark or an X, and include a field that separates characters by boxes.
4. The last thing you'll need to do is to sign the form. To enter your signature, tap on the signature icon (it's the icon that looks like a pen) in the top-right. If it's your first time using the signature feature, you'll be asked to create a signature. You can also create initials in this same menu.

The screen will rotate and you can use your finger or stylus to draw your signature. Hit "Done" when you're finished.

Now, when you press on the signature icon, you can choose your signature from the menu that appears. You can resize it by pressing on the arrow icon next to the signature and moving it left or right. You can also press down on the blue box and move your finger to place the signature where you want.

5. When you're finished filling the form out and adding your signature, you can save and share it with HPD. Tap on the share button, which will save the form to your device, as well as bring up options for you to share it with. From here, you can share your forms with HPD via encrypted email.