

Preclearance Landlord Room Allocation Form

Before an individual can move into a room through the LINC or SEPS program, HRA must confirm the following:

- That the individual’s move into the apartment will not result in more than three unrelated individuals residing in the apartment in violation of the Housing Maintenance Code;
- That HRA is not making payments on behalf of anyone who is no longer in the apartment;
- That no SEPS or LINC tenants have moved from their original room to a different room within the apartment that was not inspected by the City; and
- That HRA is not paying rent on behalf of anyone else for the room you are attempting to rent to a new tenant.

Instructions: Complete this form and submit this document along with the room rental packet.

A. LANDLORD PROPERTY INFORMATION					
Landlord Name				Phone	
Address				Apartment #	
B. CURRENT ROOM ALLOCATION					
Room #	Occupied?	HRA Payment?	If yes, Tenant Name and PA Number if known	Date Moved in	Is the Tenant in room indicated in the initial lease?
	Y/N	Y/N			Y/N (If No, Room #:)
	Y/N	Y/N			Y/N (If No, Room #:)
	Y/N	Y/N			Y/N (If No, Room #:)
	Y/N	Y/N			Y/N (If No, Room #:)
C. REPORT ANY PAYMENTS FOR TENANTS NO LONGER LIVING IN THE RESIDENCE					
Room #	Type of Payment	Former Tenant Name	Date Left	Possessions in room or storage?	
				Y/N	
				Y/N	
				Y/N	
D. PROPOSED NEW TENANT ROOM ASSIGNMENT					
Room #	Tenant Name	Rental Assistance Type			

1. If you are receiving any payments for tenants who no longer live in the apartment, submit this form to FIALINC@HRA.NYC.GOV immediately. Payments for the room(s) you are trying to rent must be stopped before a new tenant may move in.
2. If one of your tenants has moved to a room that was not inspected by DHS, you must submit an inspection request for that room in addition to the request for the prospective tenant.

I certify that the information provided above is true and accurate to the best of my knowledge.

Landlord Signature _____ Date _____