

Unit Hold Incentive Voucher

If this voucher is submitted as part of a rental assistance housing packet, at the time of lease signing between the below listed landlord and tenant, the New York City Human Resources Administration (“HRA”) will issue an additional check for the equivalent of one month’s rent (in the amount listed below) as a unit hold incentive since the below landlord held the apartment for the below tenant while HRA completed its approval process.

HRA will only issue this unit hold incentive if:

- The tenant continues to be otherwise eligible for the rental assistance program;
- The apartment has passed any applicable inspection or health and safety review;
- The landlord has submitted all applicable rental documents for HRA approval;
- HRA is not found to be already making payments for this apartment or unit on behalf of anyone who is no longer residing there; **and**
- A lease or rental agreement for one year or longer is signed by the landlord and tenant.

The City’s rental assistance programs for which this Voucher applies are: CityFHEPS, FHEPS (from Shelter only) and HOME TBRA rental supplement. If the tenant ultimately does not move into the apartment following lease signing, the incentive must be refunded (call 929-221-0043).

A. Landlord or Management Company Information		
Name		Phone
Address		
City	State	Zip Code
Check One: <input type="checkbox"/> Landlord <input type="checkbox"/> Management		
B. Rental Unit		
Address	Apartment #	Monthly Rent
C. Tenant (only one Household may be selected per apartment)		
Name		Rental Assistance Type

I certify that I own or manage the above-named rental unit, that the unit is currently vacant and that I agree not to lease the unit to any other third-party during the period commencing 30 days from the date of my signature below.

By signing below, I understand that nothing in this document creates a legally enforceable agreement or guarantee by HRA.

 Landlord/Authorized Agent’s Name

 Landlord/Authorized Agent’s Signature

 Date