NYCHA Rent Security Voucher

The New York City Human Resources Administration (HRA) having its principal offices at 150 Greenwich Street, New York, NY 10007, is issuing this NYCHA Rent Security Voucher (Voucher) instead of a cash security deposit, pursuant to Social Services Law, Section 143-c, 18 NYCRR 352.6, and 18 NYCRR 381.3, to secure the landlord (NYCHA) against the non-payment of rent and/or damages as a condition of renting the identified premises to the above named Cash Assistance applicant/participant. HRA will pay NYCHA up to one month’s rent for unpaid rent and/or damages incurred by the above named tenant/participant. To claim payment under this Voucher, NYCHA must complete and submit the NYCHA’s Claim for Rent Security Voucher Payment within three months after the tenant has vacated the apartment.

Tenant/Participant Name: ______________________
Premises in a NYCHA Development: ______________________
City: __________ State: _____ Zip: __________ Apt.#: __________

Security Voucher Amount: $ ________________ (monthly rental amount)

For HRA Use Only: This voucher is not valid until it has been fully completed and authorized below by HRA.

Supervisor Name (Print): ______________________
Supervisor’s Signature: ______________________ Date: __________
Control Unit Supervisor’s Name (Print): ______________________
Control Unit Supervisor’s Signature: ______________________ Date: __________
Control Unit Authorization #: ______________________

Landlord’s (NYCHA’s) Claim for Rent Security Voucher Payment

The Tenant/Participant named above vacated the apartment and NYCHA regained possession of the Premises on or about: ______________________. NYCHA is submitting this claim for payment within three months after this date. The former tenant owes money to NYCHA, as follows (Attached are documents detailing the claim).

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<tbody>
<tr>
<td>A) Unpaid Rent</td>
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<td>B) Unpaid Damages</td>
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<td>C) Unpaid Rent + Unpaid Damages (A+B)</td>
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<td>D) Security Voucher Amount (from above)</td>
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<td>E) Cash payment requested by NYCHA (Lesser of box C or D)</td>
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Certification of Accuracy: The undersigned NYCHA Property Manager or designee affirms that the information contained herein is true and accurate based on personal knowledge or NYCHA’s books and records.

NYCHA requests that HRA redeem this Voucher and make a cash payment for the amount listed in Box E.

NYCHA Property Manager or designee (print & sign name): ______________________
Development: ______________________ Date: __________

Send Completed Claim and Supporting Documents To: HRA Office of Central Processing, P.O. Box 02 – 9121, Brooklyn GPO, Brooklyn, NY 11202-9914

HRA Office of Central Processing: Authorization of Payment to Landlord (NYCHA) is Granted in the Amount of:

Print Dollar Amount in Words:

Issuance Code: ______________________ Date From (mm/dd/yy): __________ Date To (mm/dd/yy): __________ Restricted Indicator: __________
Pick-Up Code: ______________________
Authorizing HRA Official (print & sign name): ______________________ Title: ______________________ Date: __________
OCP Control Clerk: ______________________ Date: __________
OCP CRT Operator: ______________________ Date: __________