FREEDOM OF INFORMATION LAW REQUEST FORM

To: Records Access Officer
    New York City Housing Authority
    90 Church Street, 11th Floor
    New York, New York 10007
    Phone: (212) 306-8680
    FOIL@NYCHA.NYC.GOV

    I, _______________________________________, request copies of New York City Housing Authority records.

    The records pertain to:
    □ Section 8    □ Public Housing    □ Contracts/ Procurement    □ Employment/ Human Resources
    □ Other: __________________________________________________________

    Please specify the records you are requesting, including tenant name, dates, contract number, voucher number, vendor number, case number, development names and addresses:
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________

    If you are requesting your own records, please submit a legible copy of your government-issued identification with this form.
    If you are requesting someone else’s records, that person must complete and submit a notarized consent form authorizing NYCHA to release his/her records to you. A sample consent form is available on NYCHA’s website.

    There is a charge of 25¢ per page or actual costs of reproduction, payable in advance, plus mailing/ postage costs.

    Requester’s Name: ___________________________________ Signature:___________________________________

    Requester’s Organization:__________________________________________________________________________

    Requester’s Address: ______________________________________________________________________________
    Street     City     State     Zip

    Telephone Number: (____) ____________________ Email: ______________________________________