MESSAGE FROM THE EXECUTIVE VICE PRESIDENT

Greetings. I hope 2021 has been off to a great start for you with continued health and safety. The first quarter of a new year always brings an opportunity to refresh ideas and approaches...to brush off the dust and take another look at the challenges of 2020. What are the lessons to learn? How do we effectively embrace this continued state of the COVID-19 pandemic? There are so many questions, and I am happy to be on this learning journey with you. Can you believe that it will be one year since New York began its State of Emergency for COVID-19? Amazing, challenging, and at the same time surpassable.

Steering forward: We have much to appreciate at this time. A new administration. COVID-19 vaccines. NYCHA’s A Blueprint for Change. And lots of reading content in our quarterly newsletter. Be sure to check out our new process adjustment: remote video inspections. We also have new incentive programs to sustain housing for our participants.

As always, your partnership is critical and much appreciated.

Be well and stay safe!

Lakesha Miller
This past summer NYCHA launched A Blueprint for Change, a set of ideas and proposed strategies for investing in its properties, residents, and organization so that it can better serve the generations to come.

The initiative endeavors to do this through three approaches:

- **A Transformation Plan** that will enable the Authority to improve the delivery of services and the quality of life for residents through a “Neighborhood Model” for property operations, among other organizational improvements. That includes empowering staff; breaking down silos; enabling data-driven decision making; and improving partnerships with residents, community-based organizations, vendors, elected officials, and others.

- **A Stabilization Strategy**, which puts forth the first-ever plan to comprehensively renovate and update every single NYCHA building.

- **A Jobs and Recovery Strategy**: While NYCHA brings massive investments to its buildings and residents’ homes, jobs will be generated for New Yorkers, and NYCHA residents will receive priority for the job training and employment opportunities associated with those new jobs.

To learn more about A Blueprint for Change and read FAQs regarding this new initiative, please visit [on.nyc.gov/blueprintforchange](http://on.nyc.gov/blueprintforchange).
Housing Choice Voucher Owners Incentive Program

Through the CARES Act, NYCHA has been awarded funding that we are investing in expanding and sustaining affordable housing opportunities for New Yorkers and Section 8 landlords.

Don’t miss out on participating in this incentive program, which offers reliable, on-time monthly rental income, expedited Housing Assistance Payments (HAP) contracts and an Owner Extranet for 24-hour access to portfolio management.

Complete a rental with a new voucher holder

Bring your suspended HQS unit back into compliance

Interested in learning more? Email S8OIP@nycha.nyc.gov

NYCHA will be hosting a webinar to provide additional information about this exciting opportunity. Stay tuned for more details.
Information For Tenants Who Have Tenant-Share Arrears

What to Do if You Are Unable to Pay Your Portion of the Rent:

1. **Request an Interim Recertification:**
   - If there has been a change in your household income, please make sure to contact NYCHA and complete an Interim Recertification.
   - This can be done by calling the Customer Contact Center (CCC) at (718) 707-7771 or logging on to the [Tenant Self-Service Portal](#).

2. **Apply for rental assistance:**
   - Visit [ACCESS NYC](#) to submit your applications for emergency rental assistance and other benefits.
   - Call the Homebase homelessness prevention program by calling 311 and asking for “Homebase” or using the [Homebase locator](#) to call the closest office.
   - Call the Tenant Helpline for assistance by calling 311 and asking for the “Tenant Helpline,” or by filling out the [Mayor’s Office to Protect Tenants’ Contact Us form](#).

3. **Contact your landlord** to see if you can enter into a repayment agreement to repay the tenant-share arrears you owe over a period of time.

4. **Transfer**
   - If your tenant-share amount is unaffordable because the contract rent for your apartment is greater than the voucher payment standard, you may want to consider transferring to a more affordable unit.
   - You can submit a transfer request on the [Tenant Self-Service Portal](#) or you can call the CCC at (718) 707-7771 to obtain a copy of the transfer request form.
COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020

On December 28, 2020, New York State Governor Cuomo signed the COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020 into law. The Act provides immediate relief to respondents and defendants in residential eviction proceedings and foreclosure actions in New York State.

The Act further suspends residential evictions and mortgage foreclosure proceedings until May 1, 2021, provided that tenants or homeowners submit a hardship declaration statement to their landlord or lender that explains their COVID-19-related financial difficulties.

The Act does allow landlords to evict tenants that are creating safety or health hazards for other tenants, and those tenants who do not submit hardship declarations.

The Act also provides protections against credit discrimination and negative credit reporting and extends the Senior Citizens’ Homeowner Exemption and Disabled Homeowner Exemption through 2021.

Tenants can access a Hardship Declaration in Eviction Matters form here.

Landlords can access a Hardship Declaration in Foreclosure Matters form here.
Free Help For Tenants At Risk Of Eviction

If you are facing an eviction case, and particularly if you have received a warrant of eviction or motion to enforce a warrant, you can receive free legal assistance through the Human Resources Administration’s (HRA) Office of Civil Justice and New York City’s “right-to-counsel” law.

Know Your Rights

A landlord cannot remove you from your home without first getting permission from housing court if you have been living there for at least 30 days or have a lease. It takes time, and you have rights in this process.

If you are a tenant with a lease, or you have been living in your home for at least 30 days, the only way you can be evicted is when a judge gives the landlord permission by issuing an order. If a landlord, super, or someone else who works for the landlord locks you out of your apartment, call 911 or your local precinct.

HRA Assistance

EMERGENCY RENTAL ASSISTANCE GRANTS (ONE-SHOT DEALS)

A One-Shot Deal Grant can provide emergency assistance to low-income New Yorkers who need rental assistance to prevent or forestall an eviction. The HRA is ready to receive applications for Emergency Rental Assistance for those in need.

Visit ACCESS HRA to submit your application and learn about other benefits available to you.

Assistance Available Throughout the City of New York

For information about how to get free legal counsel, please call 311 and ask for the City’s Tenant Helpline.

The NYC Mayor’s Office’s Tenant Resource Portal can also be used as a resource to learn more about nonpayment and holdover evictions and the rights and protections that you have.

For access to additional services, call 311 and ask for the “Tenant Helpline,” or fill out the Mayor’s Office to Protect Tenants’ Contact Us form.
Preventing Evictions: Information for Section 8 Owners

What Owners Can Do To Avoid Eviction of Section 8 Participants:

Educate yourself about the applicable federal, state, and local eviction moratoriums.

The Mayor’s Office has compiled a summary of the state and local moratoriums impacting New York City. A summary of federal eviction moratoriums can be found here.

If your tenant is behind on rent:

Reach out to your tenant. Find out why your tenant is behind on rent. Some families mistakenly believe they do not need to pay rent during an eviction moratorium. Direct outreach can help clarify uncertainties and ensure that families continue to be housed. Residents who do not speak English or have a disability may be at increased risk of not understanding the recent changes in rent rules or policies.

Ask your tenant if they have experienced a loss in income and if they have reported that loss in income to NYCHA. The Section 8 program is designed to provide affordable housing to families even when they lose their income or have their income reduced. Encourage your tenants to report their loss of income to NYCHA through the Tenant Self-Service Portal or by calling NYCHA’s Customer Contact Center at (718) 707-7771, so their tenant portion of the rent can be adjusted.

If a tenant is having trouble paying their adjusted rent portion, encourage the tenant to:

- Reach out to ACCESS NYC to see if they are eligible for rent assistance.
- Contact the Homebase homelessness prevention program by calling 311 and asking for “Homebase” or using the Homebase Locator to call the closest office.
- Contact the Tenant Helpline for assistance by calling 311 and asking for the “Tenant Helpline,” or by filling out the Mayor’s Office to Protect Tenants’ Contact Us form.

HUD encourages landlords to strive to avoid evicting tenants whenever possible. If the household is unable to pay a lump sum, HUD encourages landlords to set up a repayment agreement with reasonable payments spread out over time.
Required Notice by Housing Providers of Tenants’ Rights to Reasonable Accommodations for Persons with Disabilities

On March 25, 2021, Governor Cuomo signed Chapter 82 of the Laws of 2021, enacting a new provision codified as Executive Law § 170 d. This statute requires the Division of Human Rights to promulgate regulations requiring housing providers “to provide notice to all tenants and prospective tenants ... of their rights to request reasonable modifications and accommodations” for persons with disabilities, and repeals Chapter 311 of the Laws of 2020.

The Division of Human Rights has submitted a proposed regulation, which will be published in the New York State Register on April 14, 2021. The regulation is subject to a 60-day comment period and will not become effective until formally adopted thereafter.

NYC HEATING LAW

It’s still heating season in New York City, and it’s important to refamiliarize ourselves with the NYC heat and hot water codes.

As of October 1, 2017, building owners are legally required to provide heat and hot water to their tenants. Hot water must be provided 365 days a year at a constant minimum temperature of 120 degrees Fahrenheit. Heat must be provided between October 1 and May 31 (i.e., "Heat Season") under the following conditions:

**DAY:** Between 6 a.m. and 10 p.m., if the outside temperature falls below 55 degrees Fahrenheit, the inside temperature must be at least 68 degrees Fahrenheit.

**NIGHT** Between 10 p.m. and 6 a.m., the inside temperature must be at least 62 degrees Fahrenheit.

NYCHA inspectors will test each unit’s heating system and all hot water sources to ensure minimum temperatures are maintained. The owner must correct any heat and/or hot water violations within 30 calendar days of the failed inspection. To avoid suspension of subsidy payments, the owner must properly certify the repairs. This can be done either by submitting the Certificate of Completed Repairs (NE-2 certification) or by passing a re-inspection.
COVID-19 Vaccination Resources In NYC

For the latest updates regarding COVID-19 vaccines in NYC please access the following link:

https://www1.nyc.gov/site/doh/covid/covid-19-vaccines.page

The following resources can help you in your search for COVID-19 vaccine availability:

https://vaccinefinder.nyc.gov/

TurboVax

Turbovax.info queries vaccine scheduling websites to find available appointment slots from government-run vaccine sites in the NYC area. It cannot book appointments on your behalf.
Home Energy Assistance Program (HEAP) Heating Assistance Component Benefit

Help is available for paying your home heating costs

The Home Energy Assistance Program (HEAP) helps low-income people pay for the cost of heating their home. The 2020-2021 Regular HEAP Benefit opened on November 2, 2020, and continues into the winter, until funding for the program runs out. If you are eligible, you may receive one regular HEAP benefit per season and could also be eligible for an emergency HEAP benefit if you are in impending danger of running out of fuel or having your utility service shut off.

In addition, if your home heating equipment is in need of repair, you may reach out to your HEAP Local District Contact to apply for Heating Equipment Repair and Replacement benefits. The in-person interview and application requirement is temporarily suspended. The district will provide more information on how to submit the application and required documentation.

You can apply for a Regular HEAP Benefit:

Online: myBenefits.ny.gov
Apply online only if your household resides outside of New York City. This online application is not available for New York City residents.

In person: Both New York City residents and non-New York City residents can apply in person at your HEAP Local District Contact.

In writing/by mail: If you live outside New York City, print and mail the completed HEAP application to your HEAP Local District Contact. New York City residents can mail their application to: HRA/HEAP, PO Box 1401, Church Street Station, New York, NY 10008.

You can find additional information about how to apply for your Regular HEAP Benefit here.
Section 8 Program Updates During the State of Emergency for COVID-19

During the current state of emergency for COVID-19, NYCHA will continue to work closely with the NYC Department of Health and Mental Hygiene to monitor the situation regarding the novel coronavirus (COVID-19) and to adhere to any Executive Orders. Additionally, NYCHA will monitor and follow all guidance issued by the United States Department of Housing and Urban Development (HUD).

For tips on communicating with your landlord and links to additional resources available to you, click here.

For information on COVID-19-related tenant protections by state, visit Nolo.com.

For additional assistance, call 877-542-9723 to speak with a housing counselor at HUD’s Disaster Response Network.

Please be aware of the following changes to Section 8 program processes during this time:

Walk-in centers will remain closed to the public during the COVID-19 state of emergency. However, the Owner Extranet and the Tenant Self-Service Portal can be accessed online via a smartphone, tablet, or computer and remains available for:

- Online submission of requests and documents;
- Status updates; and
- General case information.

In addition, please note that due to the COVID-19 state of emergency and until further notice, all required documentation, including rental packages, will be accepted via email at:

S8.rtu@nycha.nyc.gov.
HQS Inspection Processing for Non-Life-Threatening Conditions During the COVID-19 State of Emergency

**NYCHA is not conducting in-person HQS inspections until further notice. However, program modifications have been made to maximize the flow of subsidy to owners and landlords.**

Non-Life-Threatening Conditions Found in Previous Inspections:

- NYCHA will accept an owner’s certification for initial inspections (e.g., New Rentals, Transfers, and Restorations) that only failed for **non-life-threatening** conditions.

- Due to the COVID-19 state of emergency and until further notice, NYCHA will authorize occupancy of a unit prior to the initial inspection being completed based on an owner’s completion of NYCHA form 059.307 “Certification of Completed Repairs” via the Owner Extranet. **Please note:** NYCHA will conduct an inspection of the unit once inspections resume.

- **The suspension timeline for non-life threatening HQS violations has been extended until further notice.** Due to the COVID-19 state of emergency, NYCHA is temporarily extending the timeframe to address non-life-threatening HQS violations for inspections conducted on February 15, 2020, or later until further notice. NYCHA will advise owners when it will resume abatement for non-life-threatening HQS violations. NYCHA expects that all owners will continue to make best efforts to correct **all** HQS violations in a timely manner. Owners can use the NE-2 certification to verify completed repairs for non-life-threatening conditions.
HQS Inspection Processing for Life-Threatening Conditions During the COVID-19 State of Emergency

Life-Threatening Conditions Found in Prior Inspections:

- Life-threatening HQS violations (also known as “24-hour violations”), must be corrected. NYCHA will temporarily accept, until further notice, the following as an alternate form of verifying completed repairs for 24-hour violations cited during an HQS inspection on December 31, 2019, or later:

  o **Unit violations:** Completed NE-2 certification and completed work order ticket(s) and/or paid invoice from a supplier for the repairs. The work order and/or paid invoice must include the Section 8 tenant’s address (including the unit number), the date the work was completed, and description of repairs completed.

  o **Public space violations:** Completed NE-2PS certification and completed work order ticket(s) and/or paid invoice from a supplier for the repairs. The work order must include the Section 8 tenant’s address (including the unit number), the date the work was completed, and description of repairs completed.

The NE-2 and NE-2PS certifications are now available on the [Owner Extranet](http://nyc.gov/nycha). Please log into your account to view the certification. Owners can submit a certification of completed repairs to prevent suspension of (or reinstate) subsidy payments for 24-hour violations.

**Please note:** An approved NE-2 and NE-2PS certification will be subject to Quality Control Inspections once inspections resume.
Remote Video Inspections

Beginning November 11, 2020, the Leased Housing Department began conducting remote video inspections (RVI). RVI is a Housing Quality Standards (HQS) inspection performed with the property owner or owner’s representative (“proxy”) at the physical subject location and an HQS inspector directing the inspection remotely. This allows NYCHA to conduct HQS inspections while adhering to social distancing requirements as a result of COVID-19. RVI adheres to current HQS requirements, including lead-based paint requirements.

RVI Requirements

The following conditions must be met to be eligible for RVI:

- Both the owner or proxy and tenant consent to RVI and having the inspection recorded
- The owner or proxy will be available onsite on the date and time of the inspection
- The owner or proxy will have a fully charged mobile device with internet connection (with the free Zoom or Microsoft Teams application downloaded to their mobile device) as well as the following equipment onsite, on the date and time of the inspection:
  - 25-foot measuring tape
  - Flashlight
  - Electrical tester (3-prong/GFI circuit and 2-prong outlet tester)
  - Digital infrared thermometer
  - Retractable stick (to reach carbon monoxide/smoke detector)
- The subject property has good internet/Wi-Fi connection with no “dead spots”
- The request must be for the reinspection of a unit that failed for a life-threatening condition
  - Please note: Complaint and special inspection requests for RVI will be reviewed on a case-by-case basis
- Property is not new to the Section 8 program
- Tenant is currently active on the Section 8 program (NOT being restored)
- Unit has no unit size discrepancy
- The repairs to be confirmed are not for heat and/or hot water violations
New York City Housing Authority Section 8 Program COVID-19-Related Processing Updates

Please review the following table outlining how Section 8 processes are being managed during the COVID-19 state of emergency:

| Eligibility Interviews | • Eligibility Interviews will be conducted over the phone.  
| | • If approved, the voucher can be downloaded from the [Self-Service Portal](http://nyc.gov/nycha).  
| | • Voucher extensions will be granted automatically upon expiration of the voucher.  
| Evictions | • NYCHA will not approve any Certifications for Basis of Eviction for nonpayment until further notice.  
| Informal Conferences | • Informal Conferences requested will be held over the phone.  
| Lease Renewals and Contract Rent Changes | • Submissions are accepted via the [Owner Extranet](http://nyc.gov/nycha), mail (address listed on page 17), and email at lrinfo@nycha.nyc.gov.  
| Ownership Changes | • Ownership changes, including changes in address and direct deposit, can be submitted via the [Owner Extranet](http://nyc.gov/nycha), mail (address listed on page 17), fax at 1-866-794-0744, and email at s8.vcu@nycha.nyc.gov.  
| Reasonable Accommodations | • Reasonable Accommodations can be requested via the [Self-Service Portal](http://nyc.gov/nycha).  
| | • NYCHA has provided all participants with an additional 30 days to submit any additional documentation required for review of their reasonable accommodation requests.  
| | • NYCHA will provide other accommodations, as required, by granting additional extensions of time to obtain supporting documentation for the following accommodations: Voucher Extensions and requests for 5-borough or Portability Transfers (over 10 months after Lease Up date).
### New York City Housing Authority Section 8 Program COVID-19 Related Processing Updates (continued)

| Recertifications | • Loss of income can be reported via the [Self-Service Portal](http://nyc.gov/nycha) or via the PO Box noted on page 17 for Annual Review (AOI) Documents.  
• NYCHA will accept self-certification of income in the absence of pay stubs and/or employer letters.  
• Annual and Interim Recertifications that result in an increase to the tenant rent share will be processed with a later effective date. This will prevent an immediate rent increase to households during this time period. |
| Rental Package Returns* | • Rental Packages will be accepted via the mail (address listed on page 17 or email at s8.rtu@nycha.nyc.gov.  
• NYCHA will accept rental packages for the Family Unification Program (FUP) for youths up to the age of 26. |
| Restoration Requests | • NYCHA will continue to process restoration requests. Requests can be sent via email to s8.rtu@nycha.nyc.gov. |
| Transfer Requests | • Transfer Requests are being processed. However, there will be a delay in receiving transfer vouchers in the mail. Please periodically check the [Self-Service Portal](http://nyc.gov/nycha), where you will be able to print vouchers.  
• Voucher Extensions will be automatic upon expiration of the voucher. |
| Terminations | • Termination actions have been suspended while the City is under a state of emergency, until further notice. This timeframe will be evaluated as needed. This includes termination actions related to Annual Recertification, inspection, and fraud. |

*Recently, an incorrect version of Rental Packet Checklist (form 059132A) was sent to tenants reflecting an incorrect email address (s8.RentalPackage@nycha.nyc.gov). Please submit the rental packets for your tenants to S8.RTU@nycha.nyc.gov. We apologize for any inconvenience this may cause.*
The following is a list of key contact information, including mail-in options for Section 8 participants without internet access:

<table>
<thead>
<tr>
<th>Process</th>
<th>Email Address</th>
<th>PO Box Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Review (AOI) Documents</td>
<td>Self-Service Portal</td>
<td>PO Box 19196&lt;br&gt;Long Island City, NY 11101-9196</td>
</tr>
<tr>
<td>Rental Transfer Documents</td>
<td><a href="mailto:s8.rtu@nycha.nyc.gov">s8.rtu@nycha.nyc.gov</a></td>
<td>PO Box 19199&lt;br&gt;Long Island City, NY 11101-9199</td>
</tr>
<tr>
<td>Letters or Questions</td>
<td><a href="mailto:S8.info@nycha.nyc.gov">S8.info@nycha.nyc.gov</a></td>
<td>PO Box 19201&lt;br&gt;Long Island City, NY 11101-9201</td>
</tr>
<tr>
<td>Portability Documents</td>
<td><a href="mailto:S8Portability@nycha.nyc.gov">S8Portability@nycha.nyc.gov</a></td>
<td>PO Box 1631&lt;br&gt;New York, NY 10008-1631</td>
</tr>
<tr>
<td>Restoration Requests</td>
<td><a href="mailto:s8.rtu@nycha.nyc.gov">s8.rtu@nycha.nyc.gov</a></td>
<td>PO Box 19201&lt;br&gt;Long Island City, NY 11101</td>
</tr>
<tr>
<td>Lease Renewal/Contract Rent Changes</td>
<td><a href="mailto:lrinfo@nycha.nyc.gov">lrinfo@nycha.nyc.gov</a></td>
<td>PO Box 19197&lt;br&gt;Long Island City, NY 11101</td>
</tr>
<tr>
<td>Ownership Changes</td>
<td><a href="mailto:s8.vcu@nycha.nyc.gov">s8.vcu@nycha.nyc.gov</a></td>
<td>PO Box 19197&lt;br&gt;Long Island City, NY 11101</td>
</tr>
</tbody>
</table>
Lease Renewal Requirements under HTPA (Housing Stability and Tenant Protection Act of 2019)

As stated in the “News from the Chair & General Manager, Section 8 Program Updates,” dated May 14, 2020, NYCHA issued a temporary policy to prevent an immediate increase to the tenant’s share of rent. Specifically:

- Annual and Interim Recertifications that result in an increase to the tenant’s share will be processed with a later effective date. This will prevent the immediate rent increase to households. However, NYCHA will process payment adjustments for owners to ensure no monies are lost. The payment adjustment will cover the period between the Annual Recertification effective date and the new tenant share effective date.

- Lease Renewals that result in an increase to the tenant’s share will be processed with a later effective date. NYCHA will process payment adjustments for owners to ensure no monies are lost. The payment adjustment will cover the period between the Lease Renewal increase and the new tenant share effective date.

- Owners will receive a VCN notice that provides the effective date of the new rent share. Please note that the Owners Extranet will continue to reflect the current rent shares until the new monthly increase becomes effective.

Rent-Stabilized Apartment Guidelines

The following is a summary of the lease guidelines regarding annual adjustments for rent-stabilized apartments as put forth by the Rent Guidelines Board on June 17, 2020:

- For a one-year lease commencing on or after October 1, 2020, and on or before September 30, 2021: 0%
- For a two-year lease commencing on or after October 1, 2020, and on or before September 30, 2021: 0% for the first year of the lease and 1% for the second year of the lease.
Get Food NYC

You can get food today from New York City’s food pantries, which provide groceries you can cook at home, and community kitchens, which provide hot meals.

Free food resources are located throughout the five boroughs. The FoodHelp NYC map includes links to food pantries and Grab & Go meals at NYC Schools, available for all children or adults in need. If you need food immediately, find locations near you by accessing the interactive FoodHelp NYC map here.

NYC Food Delivery Assistance

During the COVID-19 crisis, the City of New York is delivering meals to New Yorkers who cannot go out to get food; don’t have any household members, family, or neighbors who can bring them food; or are not able to use private delivery options. Check your eligibility and sign up here.
Additional Resources and Information Available for New York City Residents During the COVID-19 State of Emergency

- For updates on service changes for other New York City agencies, visit the City Agency Suspension Updates page
- For information regarding free face coverings, visit the NYC Face Coverings page
- Are you having trouble coping? Connect with a counselor
- Additional assistance to support your emotional well-being
- Find support for domestic violence survivors
- Get help paying for heat and utilities

For a more detailed list of resources, visit Help Now NYC or NYC311
NYCHA Housing Opportunities Map

The NYCHA Housing Opportunities Map is a new resource that Section 8 voucher holders can use to find rental listings, job opportunities, schools, transportation, and other services in low-poverty neighborhoods. In addition, owners with vacancies in low-poverty neighborhoods should list their apartments with GoSection8.com so they’ll appear on the new map.
**DOCUMENTS REQUIRED FROM SECTION 8 PROPERTY OWNERS/MANAGING AGENTS**

When a tenant finds a unit, the tenant and the property owner must complete the briefing packet. The tenant must return the completed briefing packet to the nearest Customer Contact Center (Monday – Friday, 8 a.m. – 12 p.m.). Since the Walk-In Centers in Brooklyn and the Bronx are closed due to COVID-19, please send the completed briefing packet to s8.rtu@nycha.nyc.gov. The tenant cannot move into the new unit until NYCHA approves the rental request and issues an **Authorized for Move-In** letter to the tenant. **The following forms are required from Section 8 property owners/managing agents:**

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Request for Tenancy Approval Form</td>
<td>This form must be completed and signed by the tenant and owner.</td>
</tr>
<tr>
<td>● Section 8 Property Owner Registration Form</td>
<td>This form must be completed and signed by the owner or owner’s authorized agent. If there is more than one owner on the deed, the individual designated as the payee must be indicated on this form. If the owner is new to the Section 8 program, a full mailing address must be provided (P.O. boxes will not be accepted).</td>
</tr>
<tr>
<td>● Request for Taxpayer ID Number and Certification - W-9 Tax Form</td>
<td>This form must be completed and signed by the owner or authorized payee. The tax ID or Social Security number and the mailing address of the owner or authorized payee must match the number and address on the owner registration form.</td>
</tr>
<tr>
<td>● Copy of the Previous Lease Agreement or the Homes &amp; Community Renewal (HCR) Rent Registration Form (Only Required for Rent-Stabilized Units)</td>
<td>A copy of the previous lease agreement is required for all rent-stabilized units. If the unit was never rented, a copy of the HCR Initial Apartment Registration form must be provided. If tenant and owner agree for a two-year lease, please indicate the second-year rent amount under the “Proposed Rent” on the “Request for Tenancy Approval” form.</td>
</tr>
<tr>
<td>● Disclosure of Information on Lead-Based Paint Form</td>
<td>This form must be completed and signed by the tenant and the owner.</td>
</tr>
<tr>
<td>● NEW BUILDINGS: Copy of the Recorded Deed for Property Owners Who Are NOT Already on the Program</td>
<td>If the deed is not recorded, a copy of the unrecorded deed and a letter from the closing attorney must be provided to confirm ownership of the property.</td>
</tr>
<tr>
<td>● NEW BUILDINGS: Certificate of Occupancy (CO)</td>
<td>A Certificate of Occupancy (CO) states a building’s legal use and/or type of permitted occupancy. New buildings must have a CO and existing buildings must have a current or amended CO. If NYCHA is unable to obtain a CO from the Department of Buildings’ website, the owner must provide the CO or a “Letter of No Objection” for buildings built or altered in 1938 or later.</td>
</tr>
<tr>
<td>Additional Documents Required for Certain Unit Types</td>
<td></td>
</tr>
<tr>
<td>Condominiums/Cooperatives: If the residence is in a condominium or a cooperative building, the submission must be written on official letterhead and signed by an officer (board member) authorizing the rental of the unit.</td>
<td></td>
</tr>
<tr>
<td>● Condominium</td>
<td>If the residence is part of a condominium, owners of the condominium are required to submit unit deeds.</td>
</tr>
<tr>
<td>● Cooperatives</td>
<td>If the residence is part of a cooperative, owners of the cooperative are required to submit proprietary leases and shareholder certificates.</td>
</tr>
<tr>
<td>● Low-Income Housing Tax Credit (LIHTC)</td>
<td>To establish rent reasonableness for buildings that are in receipt of low-income housing tax credits, owners must submit a complete rent roll for the entire building, which includes bedroom size(s), at the time of the initial lease-up, lease renewal, or contract rent change.</td>
</tr>
<tr>
<td>● Property Owned by a Trust</td>
<td>If a property is owned by a trust, documents submitted must be signed by a trustee. If the property is part of an estate, letters of testamentary (legal documents) must be included in the submission.</td>
</tr>
<tr>
<td>● Receiverships</td>
<td>For buildings under receivership, including 7A administrators, a document from the court appointing the receiver or 7A administrator must be provided.</td>
</tr>
<tr>
<td>● Partnerships</td>
<td>If there is a partnership agreement, the NYCHA Section 8 Property Owner Registration form is required as proof to authorize a payee and it must be signed by each member of the partnership.</td>
</tr>
</tbody>
</table>