



# SECTION 8 OWNER INCENTIVE PROGRAM FAQs

## GENERAL QUESTIONS ABOUT THE OWNER INCENTIVE PROGRAM

### **1. What is the Owner Incentive Program?**

NYCHA is offering an incentive payment to owners who: 1) complete a new rental with NYCHA's Section 8 program; 2) bring an existing unit back into compliance with federal housing quality standards ("HQS"); and/or 3) enter into a repayment agreement with a tenant to address tenant-share rental arrears.

### **2. How long will NYCHA be offering incentive payments to owners?**

This Owner Incentive Program is funded through the CARES Act and will only be offered for a limited time. Please see FAQs below for specific deadlines for each incentive.

### **3. What if I have questions that are not answered in this FAQ?**

For other questions on the Owners Incentive Program, please contact us via email at [s8.OIP@nycha.nyc.gov](mailto:s8.OIP@nycha.nyc.gov).

## OWNER INCENTIVE FOR NEW RENTALS

### **4. What type of owners are eligible to participate in the Owner Incentive Program for new rentals?**

This program is available to any New York City landlord with a vacant unit, even if you have never had a NYCHA Section 8 tenant in the past! It includes tenant-based, project-based and LLC new rentals.

Becoming an owner in NYCHA's Section 8 program is fast and easy. Please see link for more information on the benefits and process of becoming a Section 8 Owner: [on.nyc.gov/section8owners](https://on.nyc.gov/section8owners).

### **5. How much is the owner incentive payment for new rentals?**



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The incentive payment is equal to two months of contract rent for the unit.

For example: If the total contract rent for the unit is \$2,000, then the total owner incentive payment will be \$4,000.

## **6. What type of Section 8 rentals qualify for an owner incentive payment?**

An owner incentive is available for:

- (1) New rentals - tenants who have recently been issued a Section 8 voucher and will be new Section 8 participants on NYCHA's Section 8 program;
- (2) Restorations via transfer - tenants seeking to have their Section 8 benefits restored by transferring to a new unit; and
- (3) Port-In - tenants who are moving to New York City and are transferring their Section 8 assistance to NYCHA.

The rental must have an effective date between July 1, 2020 and May 31, 2021 **AND** the owner must sign and return the HAP contract along with the Confirmation of Key Issuance form to NYCHA no later than June 15, 2021.

If NYCHA receives the signed HAP contract and/or the Confirmation of Key Issuance form after June 15, 2021, the rental will not be eligible for an incentive payment.

All rentals must also comply with NYCHA's rental process and the unit must comply with federal housing quality standards.

## **7. How does a Section 8 owner receive a rental incentive payment?**

A completed rental packet must be submitted to NYCHA prior to the



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expiration of the voucher.

If the Section 8 rental is eligible for a rental incentive payment, NYCHA will email the owner a Confirmation of Key Issuance form and a Housing Assistance Payments (“HAP”) contract.

You must sign and return the HAP contract to [s8.rtu@nycha.nyc.gov](mailto:s8.rtu@nycha.nyc.gov) as soon as possible. NYCHA will review and countersign the HAP contract and issue a final move-in letter.

You must issue the keys to the tenant, complete the Confirmation of Key Issuance form, and return it to [s8.rtu@nycha.nyc.gov](mailto:s8.rtu@nycha.nyc.gov) within the timeframe specified on the form.

Any HAP contract and/or Confirmation of Key Issuance form received by NYCHA after June 15, 2021 will not be eligible for an incentive payment.

## **8. Can I complete the Confirmation of Key Issuance form prior to providing the tenant with the keys?**

No. Do not complete the Confirmation of Key Issuance form until the keys are issued to the tenant.

The tenant must also sign and date the Confirmation of Key Issuance form to verify they have received the keys.

## **9. I submitted a completed Confirmation of Key Issuance form, when will I receive my incentive payment?**

NYCHA will issue the owner incentive payment within 60 days from receipt of the completed Confirmation of Key Issuance form.

Owners can check the status of the owner incentive payment on the Owner Extranet.



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## OWNER INCENTIVE FOR HOUSING QUALITY STANDARDS (“HQS”)

### **10. What type of units are eligible for the Owner Incentive for HQS?**

Eligible units are “Active” on NYCHA’s Section 8 program and the HAP contract has been suspended for 60 days or more due to unrepaired HQS violations (within the unit and/or the public space).

Tenant-based, project-based, and LLC units are all eligible for this incentive.

The unit and/or public space must be brought into HQS compliance between July 1, 2020 and May 31, 2021. NYCHA must receive the certification of completed repairs no later than May 31, 2021. If the certification of completed repairs is received after May 31, 2021, it will not be eligible for an incentive payment.

### **11. How much is the Owner Incentive payment for HQS?**

An owner will receive a one-time incentive payment in the amount of \$1,250 when they make repairs and bring a unit that has been suspended for more than 60 days into HQS compliance.

If both the unit and public space have HQS violations, the owner will receive one incentive payment for bringing the unit and public space into HQS compliance.

NYCHA will confirm with the tenant that repairs to the unit have been made.

If the suspension of the HAP contract is based solely on public space violations, the owner will receive a one-time incentive payment in the amount of \$1,250 for bringing the public space back into HQS



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compliance.

## **12. What documents does the owner need to submit to certify that repairs have been completed?**

If the unit and/or public space failed an HQS inspection for non-life threatening violations, the owner must complete and submit NYCHA Form 059.307 Certification of Completed Repairs (NE -2 form) and/or NYCHA Form 059.348 Certification of Completed Building Repairs, and any supporting documentation in accordance with the instructions on the form.

If the unit and/or public space failed an HQS inspection after 1/1/2020 and the violations included 24-hour violations, the owner must submit the certification of completed repairs and NYCHA will schedule the unit for re-inspection. For 24-hour violations prior to 1/1/2020, please submit a request for re-inspection to [S8.info@nycha.nyc.gov](mailto:S8.info@nycha.nyc.gov).

A copy of the form(s) can be found by logging into the Owner Extranet.

## **13. When will the owner receive the owner incentive payment for HQS?**

After NYCHA receives the certification of repairs from the owner, NYCHA will verify the repairs by either contacting the tenant and/or re-inspecting the apartment.

NYCHA will issue the owner incentive payment within 60 days from when NYCHA is able to verify the unit and/or public space are HQS compliant.

Owners can check the status of the owner incentive payment on the Owner Extranet.



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## **14. Will NYCHA re-inspect the unit before it issues the owner incentive payment?**

A re-inspection by NYCHA will be required in the following scenarios:

- The unrepaired HQS violations include 24-hour violations;
- NYCHA is unable to reach the tenant to confirm the repairs have been made; and
- The tenant did not confirm that repairs were made to the unit.

## **15. What if the unit and/or public space fails inspection during the re-inspection?**

If NYCHA re-inspects the unit and/or public space and it does not pass inspection, the HAP will remain suspended and no incentive payment will be paid.

Owners can submit a new certification of repairs when all repairs to the unit have been completed.

### **OWNER INCENTIVE FOR REPAYMENT AGREEMENTS**

## **16. What type of repayment agreement is eligible for the incentive?**

A repayment agreement incentive is available if the owner enters into a repayment agreement with any active NYCHA Section 8 participant to repay tenant-share rental arrears.

The repayment agreement must be executed between February 1, 2021 and May 31, 2021. NYCHA must receive the fully-executed repayment agreement no later than May 31, 2021. If the repayment agreement is received after May 31, 2021, it will not be eligible for an



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incentive payment.

## **17. How much is the Owner Incentive payment for a repayment agreement?**

An owner will receive a one-time incentive payment in the amount of \$500 for each fully executed repayment agreement provided the following conditions are met:

- Nonpayment period must be for at least three months (meaning the tenant owes at least three months of the tenant-share portion of the rent).
- The parties must execute the NYCHA Repayment Agreement form and include a copy of the current rent ledger and a calculation of the rent arrears.
- Repayment agreement is only for the tenant-share portion of rent.
- The additional monthly repayment amount is not greater than one third of the amount of the tenant-share portion of the monthly rent.

## **18. What documents does an Owner need to submit to obtain a repayment agreement incentive?**

An owner must submit a fully executed NYCHA Repayment Agreement form, a copy of the current rent ledger, and the calculation of the rental arrears to [s8.OIP@nycha.nyc.gov](mailto:s8.OIP@nycha.nyc.gov).

The subject line of the email should read: "Repayment Agreement Incentive - [tenant's voucher number]"



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**19. When will an Owner receive the incentive payment for a repayment agreement?**

NYCHA will review the repayment agreement to make sure it is complete and all supporting documents are attached. If everything is correct, then NYCHA will issue the \$500 incentive payment within 60 days of verification.

Owners can check the status of the owner incentive payment on the Owner Extranet.

**20. What if I already entered into a repayment agreement with my tenant? Am I able to submit a copy of that prior repayment agreement and obtain the incentive payment?**

The incentive payment is only available for landlords and tenants who use the NYCHA Repayment Agreement form. If possible, please void the prior repayment agreement and enter into a new repayment agreement using the NYCHA Repayment Agreement form.

**21. Am I able to enter into more than one repayment agreement with the same tenant and receive an incentive payment each time?**

Only one repayment agreement per consecutive 12-month period is eligible for the repayment agreement incentive.

**22. Can the incentive payment be applied to the tenant-share arrears?**

No. The incentive payment cannot be used to reduce the tenant-share arrears amount.

If your tenants require rent assistance, please direct them to the





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following resources:

- Tenants should visit [ACCESS NYC \(https://access.nyc.gov/\)](https://access.nyc.gov/) to submit applications to the New York City Human Resources Administration for emergency rental assistance and other benefits.
- Contact the Homebase homelessness prevention program by calling 311 and asking for “Homebase” or using the Homebase locator to call the closest office:  
<https://www1.nyc.gov/site/hra/help/homebase-locations.page>.
- 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](#).

## **23. What if my tenant breaches the repayment agreement?**

Both parties are entitled to enforce the terms of the repayment agreement. However, if a tenant is unable to pay in accordance with the repayment agreement, please reach out to your tenant to find out why.

If the tenant has experienced a decrease in income, make sure they have completed an interim recertification with NYCHA and find out if they need to renegotiate the terms of the repayment agreement based on the reduced household income.

If your tenant needs rental assistance, please direct them to the following resources:

- Tenants should visit [ACCESS NYC \(https://access.nyc.gov/\)](https://access.nyc.gov/) to submit applications to the New York City Human Resources



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Administration for emergency rental assistance and other benefits.

- Contact the Homebase homelessness prevention program by calling 311 and asking for “Homebase” or using the Homebase locator to call the closest office:  
<https://www1.nyc.gov/site/hra/help/homebase-locations.page>.
- 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](#).