

COMPLETE YOUR ANNUAL RECERTIFICATION

On an annual basis, you are required to submit family composition, income, asset and expense information to NYCHA to determine your continued eligibility for the HCV Program.

You must submit an *Affidavit of Income* for every household member and a *Third Party Verification-Consent to Release Information* form for all household members 18 years of age or older. You must also submit supporting documentation showing your family's income, assets, and expenses. NYCHA will verify all information submitted and if approved, will provide you with a Voucher Change Notification. This notice will specify your share of the rent and the NYCHA subsidy amount NYCHA will pay to the owner on your behalf under the Housing Assistance Payments (HAP) contract.

REPORT CHANGES

You are required to report changes in family composition to NYCHA within 30 days of the change. If you need to report a change in income, assets, and/or expenses before your next annual recertification, you can request an interim change. Call the Customer Contact Center (CCC) for assistance.

ACCOMMODATE HOUSING QUALITY STANDARD (HQS) INSPECTIONS AND ALLOW ACCESS FOR REPAIRS

HQS standards are the minimum criteria all units must meet before NYCHA can pay HAP subsidies on behalf of your family. NYCHA must inspect a new unit before you move in and on a regular basis thereafter. NYCHA also conducts quality control inspections required by HUD.

You must provide access to NYCHA to conduct inspections. A person 18 years of age or older must be present for the inspection. You must also allow access to the owner to complete any necessary repairs to your unit.



ADHERE TO YOUR LEASE

You must abide by the provisions in your lease agreement. In addition, you should review and respond promptly to any lease renewal requests from the owner. Doing so will help the owner timely communicate changes in your tenancy to NYCHA.

PREVENT TERMINATION OF YOUR SUBSIDY

You must meet program obligations, including recertifying annually, allowing your unit to be inspected as scheduled, and allowing the owner to complete any necessary repairs to your unit. Failure to do so will result in termination action.

If NYCHA initiates termination action, it will send you written notification. You will be advised of your right to an informal conference and/or an impartial hearing prior to the termination date.

You must request an informal conference or impartial hearing to dispute termination action or NYCHA's calculation of your share of the rent.

HOW DO I OPT OUT OF THE HCV PROGRAM?

If you decide you no longer want to participate in the HCV Program, you must notify NYCHA in writing.

HOW DO I REQUEST A REASONABLE ACCOMMODATION?

If you, or a member of your household, are living with a disability you may submit a reasonable accommodation request. This request modifies program policies, practices and/or services in order to enable equal participation in the HCV Program.

To request one, you may submit a completed Request for a Reasonable Accommodation form via the Tenant Self Service Portal (www.nyc.gov/nycha/tenantselfservice), by mail or in person at a Walk-in center. You will be asked to provide documentation to support your request. For assistance with or questions about this process please call the CCC.

Housing Choice Voucher Program Guide for Voucher Holders



The New York City Housing Authority (NYCHA) Housing Choice Voucher (HCV) Program, also known as Section 8, is a federally-funded program that provides rental assistance to eligible low-income families to find affordable housing in the private rental market.

This brochure provides voucher holders with important information about the HCV Program.

LEARN MORE INSIDE

WHAT IS A HOUSING CHOICE VOUCHER?

The Housing Choice Voucher is the document that certifies your eligibility for Section 8 rental assistance so you can begin to search for a unit.

The voucher is valid for 120 days from the date of issuance. NYCHA may extend this period for good cause. Good cause may include, but is not limited to, a NYCHA-approved reasonable accommodation for you or a family member with a disability.

WHAT ARE NYCHA'S VOUCHER PAYMENT STANDARDS?

NYCHA's Voucher Payment Standards set the maximum amount of subsidy NYCHA will pay to the Section 8 property owner on your behalf. Visit NYCHA's website to view the latest standards at www.nyc.gov/nycha.

HOW IS THE RENT SUBSIDY CALCULATED?

Rent subsidy is the difference between the contract rent for the unit and, typically, 30% of the family's adjusted gross income.

WHAT IS RENT REASONABLENESS AND HOW IS IT DETERMINED?

The Department of Housing and Urban Development (HUD) requires NYCHA to ensure that rents charged by owners to Section 8 participants do not exceed rents charged for comparable unassisted (i.e. unsubsidized) units in the private market. This requirement is known as rent reasonableness. NYCHA considers various factors when determining rent reasonableness, including: location; unit size, type and age; property amenities and services; and utilities provided by the owner as specified in the lease.

HOW DO I FIND AN AVAILABLE UNIT?

NYCHA is making searching for a Section 8 apartment easier by offering an online apartment listing. Visit nycha.gosection8.com to browse available unit listings.

WHAT SHOULD I DO IF I FIND A UNIT?

Once you have found a unit, you and the prospective owner must complete and return the required documents that are detailed in the Briefing Packet Checklist. You must make an appointment to return your completed briefing packet by calling NYCHA's Customer Contact Center (CCC).

Documents that must be returned include:

- ◆ *Original Lease Agreement* signed by you and the owner
- ◆ *Section 8 Property Owner Registration* form
- ◆ *Request for Tenancy Approval* form signed by you and the owner
- ◆ *W-9 Tax* form completed by the owner
- ◆ *Lead Based Paint Disclosure* form signed by you and the owner

HOW CAN I MOVE OUTSIDE OF THE NEW YORK CITY AREA WITH MY VOUCHER?

As a voucher holder, you can live anywhere in New York City, the United States, Puerto Rico, and U.S. Virgin Islands as long as there is a Public Housing Authority (PHA) operating an HCV Program there. This option is known as portability. To request a "port-out," you must submit a *Voucher Holder's Request for Transfer* form. You will need to provide the name, address, and contact person of the PHA in the new location to which you will move. If you do not have this information, please call the CCC for assistance.

HOW DO I FILE A COMPLAINT IF I THINK I HAVE BEEN A VICTIM OF HOUSING DISCRIMINATION?

It is a violation of NYC Local Law 10 for an owner of a building with six or more units to refuse to rent to a Section 8 voucher holder.

The Fair Housing Act of 1968 prohibits discrimination in all aspects of housing (rental, lease, terms and conditions, etc.) based on race, color, national origin, religion, sex, disability, or familial status (families with children under the age of 18 or families who are pregnant/adopting/ otherwise securing legal custody of an individual under 18 years of age).

If you feel you have been a victim of discrimination in your housing search, contact the Department of Equal Opportunity (DEO) at 212-306-4468 to file a complaint.

The DEO will investigate Section 8 allegations of housing discrimination where NYCHA is the Section 8 Landlord. For private landlords, NYCHA refers the complainants to NYC Commission on Human Rights, NYS Division of Human Rights and/ or HUD. In addition, NYCHA will provide the voucher holder with a list of outside agencies with whom they can file claims.

WHAT ARE MY RESPONSIBILITIES AS A SECTION 8 TENANT?

As a Section 8 tenant, you are required to complete annual recertification; report changes in income, assets, and family composition; allow access to your unit for inspection; and comply with the lease between you and the owner.

WE'RE HERE TO HELP!

CALL THE CUSTOMER CONTACT CENTER.

Monday through Friday, 8AM to 5PM

718-707-7771

VISIT A WALK-IN CENTER

Monday through Friday, 8AM to 5PM

BRONX: 478 East Fordham Road, 2nd Floor, Bronx NY

BROOKLYN: 787 Atlantic Avenue, 2nd Floor, Brooklyn NY

ONLINE: WWW.NYC.GOV/NYCHA/
TENANTSELFERVICE

 www.nyc.gov/nycha

