

New York City Housing Authority (NYCHA)

**Highlights of House Rules, Lease, Law and NYCHA Policy**

This document is intended to remind NYCHA residents of NYCHA lease requirements, "house rules," general provisions of law, and NYCHA policy.

**Note:** This document is NOT a lease and NOT a lease addendum.

The inclusion of any provision in this document does not alone make it a lease term or a rule and regulation. This document will not grant any rights of tenancy or authorized occupancy, and it will not deprive any residents of any rights they otherwise possess. This document does not waive any lease provision, rule or policy. All provisions of NYCHA rules, policy or lease clauses remain in full force and effect.

*Contact your development housing assistant for more details.*

<b>ANNUAL REVIEW AND RENT PAYMENT</b>	
<b>1</b>	<b>Annual Review:</b> Annual Review: Every household every year must complete an Annual Review (fill-out on-line or submit paper forms) to NYCHA or complete on-line every year. All household members who are authorized to reside in the apartment ("residents") must be listed. Income information for all household members must be listed. Examples of income include: employment wages, Social Security benefits, Supplemental Security Income (SSI), pension, public assistance, unemployment benefits and income from a business. NYCHA checks the accuracy of the income information provided using U.S. Department of Housing and Urban Development (HUD) databases and other sources.
<b>2</b>	<b>Rent:</b> Rent is based on the income of all household members. Rent is based on 30% of household income (less allowable deductions) or the welfare rent, and cannot go higher than any flat rent in effect.
<b>3</b>	<b>Rent Payment Options:</b> The entire rent is due on the first of the month. Rent may be paid: <ul style="list-style-type: none"><li>• <b>By mail:</b> Mail your check or money order along with the tear-off stub of your monthly rent bill</li><li>• <b>By phone:</b> Call (877) 481-9947</li><li>• <b>In person:</b> Visit an Authorized Bank or Credit Union (for a list visit <a href="http://www.nyc.gov/nycha">www.nyc.gov/nycha</a>, select "Residents" then "Pay Rent")</li></ul>
<b>4</b>	<b>Automatic Rent Payment Options:</b> These options allow a tenant (lessee) to set up recurring payment of rent (i. e. weekly, biweekly or monthly): <ul style="list-style-type: none"><li>• <b>Payroll Rent Deduction:</b> available to most New York City municipal employees, including NYCHA employees</li><li>• <b>Pay online using "e – Payment:"</b> payments process on a recurring basis from either the resident's bank account (no fee), debit card (0.85% fee), or credit card (2.25% fee). The resident may sign up for e-Payment automatic rent payments by going to <a href="http://www.nyc.gov/nycha">www.nyc.gov/nycha</a> (select "Residents," "Pay Rent," and "Online Rent Payment") or on the kiosk in the Management Office by selecting the Pay Rent option on the main menu.</li><li>• <b>Public Assistance:</b> PA recipients whose rent is paid by the Department of Human Resources Administration (HRA) twice monthly.</li></ul>
<b>APARTMENT INFORMATION</b>	
<b>5</b>	<b>Repairs:</b> Report emergencies and repairs needed 24/7 to the Customer Contact Center (CCC) at (718) 707-7771. Residents can help NYCHA to make repairs by providing access to their apartments as needed.
<b>6</b>	<b>Inspection:</b> NYCHA inspects an apartment at the start, finish and at times during the course of the tenancy. Residents must help NYCHA to make inspections by providing access to their apartments when requested.
<b>7</b>	<b>Window Guards:</b> New York City law and regulations require window guards on the windows of each apartment in which a child 10 years of age or under resides. Residents may also request that they be installed, regardless of whether a child 10 years of age or under resides in the apartment. Window guards are provided to tenants free of charge.
<b>8</b>	<b>Major Appliances:</b> If you want to get a major appliance (air conditioner, freezer, dishwasher or clothes washing machine) you must first contact the development office and sign an appliance agreement. The agreement lists any electricity or water usage fee that you must pay. Residents may not have clothes dryers in their apartments.

A translation of this document is available in your management office and online at [nyc.gov/nycha](http://nyc.gov/nycha).

La traducción de este documento está disponible en su oficina de administración y en Internet en [nyc.gov/nycha](http://nyc.gov/nycha).

文件譯本可到屋邨管理辦事處或上網址 [nyc.gov/nycha](http://nyc.gov/nycha)

Перевод этого документа находится в Вашем домоуправлении и на интернете [nyc.gov/nycha](http://nyc.gov/nycha).

Please call the Language Services Unit at 212-306-4443 for an oral interpretation of this document in other languages.



<p><b>9 Occupancy:</b> The only people who can live in your apartment are household members authorized by NYCHA. It is a violation of your lease and federal law to allow unauthorized occupants to live in your apartment. If an authorized household member leaves, you must notify NYCHA and verify the person moved out.</p>
<p><b>10 Additions to Your Household:</b> A tenant (lessee) may ask NYCHA for permission to allow another person to join the household. NYCHA may grant permission if certain conditions are met, including: (1) the tenant (lessee) is in occupancy and in good standing, (2) the person to be added is within a certain category of relatives (including child, grandchild, sibling, parent, grandparent, spouse or registered domestic partner), (3) the person to be added passes a criminal background check, and (4) adding the person will not violate NYCHA occupancy standards.</p>
<p><b>11 Transfers:</b> A tenant (lessee) may request a transfer to another apartment. NYCHA may grant the transfer if the tenant (lessee) is in good standing and the reason for transfer falls within one of the allowable transfer categories (such as if the apartment is overcrowded and the tenant (lessee) qualifies for a larger apartment based on NYCHA occupancy standards or as a reasonable accommodation of a disability). If a family is allowed to transfer, the entire family must move and no one is allowed to remain in the old apartment. NYCHA may require a family to transfer if the apartment is underoccupied under NYCHA occupancy standards, or if NYCHA needs the apartment for some NYCHA purpose.</p>
<p><b>12 Emergency Transfers:</b> Emergency Transfers: NYCHA has an emergency transfer program for people who demonstrate they are Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, or who are Intimidated Witnesses (IW), Intimidated Victims (IV) or Victims of a Traumatic Incident.</p>
<p><b>13 Violence Against Women Act (VAWA):</b> NYCHA will not consider an incident of actual or threatened domestic violence, dating violence, sexual assault or stalking as grounds to terminate the tenancy or occupancy rights of the victim. A victim of abuse may request an emergency transfer if the victim is the tenant (lessee) and meets the requirements for an emergency transfer (see #12 above). NYCHA may “bifurcate” the lease to terminate the tenancy or occupancy rights of the abuser.</p>
<p><b>14 Apartment Condition:</b> The apartment must be maintained in a good, clean and sanitary condition. Residents and their guests may not damage, deface or destroy the apartment or any NYCHA property. Residents must take every reasonable precaution to prevent fires and must not store gasoline or other hazardous flammable substances in the apartment.</p>
<p><b>15 Household Trash &amp; Bulk Debris:</b> Residents must dispose of all household trash and bulk debris properly. Household trash must be put in small bags and placed in the compactor chute. Push the garbage bag through the chute so it does not remain stuck at the top. Do not throw garbage out a window or leave it on the floor outside the chute, in a stairwell or elevator. Do not flush litter down the toilet. Leave <b>bulk debris</b>, such as furniture and mattresses, in the development’s designated sites and not in common areas.</p>
<p><b>16 Smoke Alarm/ Carbon Monoxide Detector:</b> Residents must keep all smoke or carbon monoxide detectors in good condition. The tenant (lessee) is responsible for changing the batteries so the detectors function properly.</p>
<p><b>17 Moving:</b></p> <ul style="list-style-type: none"> <li>• The tenant (lessee) must obtain a moving permit from the management office before s/he moves.</li> <li>• Tenants may move only on weekdays, Monday through Friday, between 9:00 AM and 5:00 PM.</li> <li>• Special moving situations must be approved by development management.</li> </ul>
<p><b>18 Home Business:</b> Residents may engage in legal and permissible profitmaking activities in their apartment if the business activities are incidental (secondary) to the primary use of the apartment as a residence, and if the residents follows the NYCHA home business policy.</p>
<p><b>BUILDING AND DEVELOPMENT INFORMATION</b></p>
<p><b>19 Trespassing Prohibited:</b> NYCHA premises are for the exclusive use of residents, invited guests, and persons with legitimate business. All persons are asked to cooperate with inquiries from NYCHA management, contract security hired by NYCHA, resident watch, and the police regarding their presence or conduct in any building or on development grounds.</p>
<p><b>20 Restricted Areas:</b> Residents and guests are not permitted in restricted areas. Restricted areas include roofs, roof landings (the platform immediately inside the door opening to the roof) and maintenance rooms.</p>
<p><b>21 TV, Cable and Dish Antennas:</b> Residents may only install TV antennas inside their apartments. Residents may not install antennas on the exterior of the building.</p>



- 22 Lobby/Stairwell/Elevator:** The lobby or stairwell is meant for resident use to enter or exit the building or to walk from floor to floor.
- Unlawful activity, lingering, smoking, the consumption of alcohol, and the possession of an open container of alcohol, are prohibited in the lobby, corridors, and stairwell.
  - Lingering occurs when, based on objective facts and circumstances, an individual is observed in a vestibule, lobby, stairwell, hallway or other similar common area of a NYCHA residential building for an unreasonable period of time in light of the area's intended purpose. The primary purpose of these locations is to enable entrance to and exit from the building as well as movement within the building. Activities associated with the primary purpose of such locations are permissible, including but not limited to: standing and talking for a reasonable period of time; waiting for food deliveries, visitors, and transportation; meeting and greeting neighbors and friends; picking up and dropping off children; checking mailboxes; and any similar activity that occurs in the ordinary course of entrance, exit and movement within the building.
  - Tampering with an elevator or riding on top of an elevator cab is prohibited.
  - Leaving an entrance or exit door propped open or unlocked is prohibited.
- 23 Parking:** NYCHA maintains parking lots as part of its residential developments. No one may park in a parking lot without a current year parking registration sticker displayed in the windshield. A sticker is valid for one year beginning May 1st. NYCHA charges different parking rates depending on whether the person is a resident or non-resident, or if the lot is reserved or non-reserved. NYCHA also provides parking for persons with disabilities. Vehicle repair other than the changing of tires is not permitted in parking areas. Vehicles in violation of these provisions may be subject to summons and/ or towing at the owner's expense.
- 24 Closed Circuit TV:** NYCHA installs closed circuit television cameras in various development locations, such as lobby and mail box areas, building entrances and exits, elevators, shops, community centers and other development rooms and ground locations. The cameras are intended to improve the safety and security of residents, employees and property. Damaging or destroying cameras or obstructing camera views is prohibited.
- 25 Common Areas, Including Development Grounds and Recreational Areas:** NYCHA common areas are for the benefit of all residents. It is prohibited for any person to obstruct, damage, or deface any common area, including playgrounds, picnic or barbecue areas, gardens, trees, shrubs, grass or groundcover. Basketball courts close at 10:00 PM. All other parks close at dusk, unless otherwise indicated.
- The following activities are prohibited in common areas:
- Creating a nuisance or disturbance.
  - Rollerblading, bicycle riding and skateboarding.
  - Consuming alcohol or possessing an open container of alcohol.  
(These activities are also prohibited in community centers.)
  - Drug sale, use or possession.
  - Barbecuing without a NYCHA permit.
  - Remaining on basketball courts or in parks after closing.
  - Using sound amplification devices, except by NYPD permit.
  - Littering and illegal dumping.
  - Using vehicles on sidewalks, internal roadways, and walkways, except for emergency vehicles and NYCHA authorized vehicles.
- All persons must comply with specific signs posted throughout the development regarding their use of or conduct in any common area.



**26 Pets:**

- A household may maintain one dog or one cat, provided it is registered with the development office.
- Dogs registered after February 1, 2010 may not weigh more than 25 pounds when full grown.
- Dogs or cats must be neutered. Dogs must have an up-to-date rabies vaccination.
- Doberman Pinchers, Pit Bulls and Rottweilers are “restricted breeds” and are not permitted.
- Dogs or cats NOT registered with NYCHA are prohibited on the premises, including common areas and development grounds.
- All dogs (including assistance and service animals) in common areas and on development grounds must wear a collar with a currently valid metal tag issued by NYCHA. *Please note that this does not replace or eliminate New York City’s dog license requirements (Health Code §161.04).*
- A family may obtain an assistance or service animal if a qualified professional verifies the animal assists, supports or provides service to a resident with disabilities.
- All assistance and service animals must be registered with the development office. Assistance and Service Animals are exempt from weight and breed restrictions.
- Small caged animals, birds or fish (for example: parakeets, canaries, goldfish, hamsters and gerbils) reasonably maintained are permitted, provided they are not prohibited by law. These animals do not have to be registered with NYCHA. This provision does **NOT** apply to dogs and cats.
- Dogs in common areas must be restrained by a leash no more than 6 feet long. Pets – and people – are prohibited from roofs.
- Dogs must be curbed. Solid dog waste must be picked up.

**27 Reasonable Accommodation:** NYCHA provides reasonable accommodation to meet the needs of persons with disabilities. To request a reasonable accommodation, contact your development manager or the NYCHA Department of Equal Opportunity, Services for People with Disabilities Unit.

- A disability is a physical, medical, mental, or psychological impairment.
- A reasonable accommodation is a change, modification or alteration in policy, procedure, practice or program, that provides a qualified individual with a disability the same opportunity, as exists for non- disabled individuals, to participate in, or benefit from, a program or activity.

**28 Community Service:** Every resident must perform 8 hours of Community Service or Economic Self-Sufficiency activities every month unless he or she is exempt. NYCHA notifies a family every year of community service requirements.

**29 Termination of Tenancy:** NYCHA may start a proceeding to terminate tenancy if a tenant (lessee) or family member commits a crime, is a source of danger to other residents, causes damage to people or property, creates a nuisance, breaches NYCHA rules, is chronically delinquent in the payment of rent or violates the lease in any other manner.

**30 Smoke-Free NYCHA:** To improve air quality and to safeguard health, NYCHA prohibits residents, guests, and visitors from smoking tobacco products, including cigarettes, cigars, pipes, and water pipes (hookahs):

- Inside any apartment
- In any other area of a public housing building, including lobbies, hallways, elevators, stairwells, porches, balconies, fire escapes, laundry rooms, management offices, basements, Tenant Association spaces, Resident Watch spaces, community facilities (including community centers, senior centers, and sponsored community centers) and day care centers, and
- Within twenty-five (25) feet of a public housing building, or to NYCHA’s property boundary where that boundary is less than twenty-five (25) feet from a public housing building.

It is the responsibility of the tenant (lessee) to inform all household members, guests and visitors of this smoke-free policy and to ensure that all household members, guests and visitors comply.

