

LANDLORD/PROPERTY MANAGEMENT INFORMATION SHEET

NYC VETERANS

THANK YOU FOR HOUSING A VETERAN

Directions: This sheet should be filled out by the Housing Navigator (i.e. the SSVF housing specialist, DVS veteran peer coordinator, DHS or VA caseworker, or whomever else is the point person for this housing) in preparation for or immediately following the lease signing. Please keep a copy for your records.

Agency/Organization:	Housing Navigator Name:	
Housing Navigator Email:	Housing Navigator Phone Number:	
TENANT & APARTMENT INFORMATION		
Name of Tenant:	Lease Start Date:	Monthly Rent Amount:
Tenant Address:	Lease End Date:	Tenant Portion of Rent:
Tenant Phone Number:	Number of People on Lease:	Subsidy Portion of Rent:
Tenant Email:	Tenant Subsidy:	
IMPORTANT SUBSIDY INFORMATION		
<p><u>Until further notice, the incentives below are available to all landlords and brokers who are housing a homeless veteran. If you believe you did not receive a bonus that you are entitled to please contact the housing navigator listed at the top of this form.</u></p>		
<ul style="list-style-type: none">• 15% Broker Bonus (15% of the annual rent) for every apartment rented to a homeless veteran with at least a one-year lease.• \$3500 Landlord Incentive for every apartment rented to a homeless veteran with at least a one-year lease.• Unit Hold Incentive provides landlords with an additional month's rent to cover the vacancy expense during the time it takes to complete the inspection and rental packet process. This is available through the LINC or SEPS program for tenants with at least a one-year lease.• Access to the Special Supplemental Assistance Fund - up to \$3,000 per year for landlords who house veterans using a city subsidy (LINC & SEPS), to cover potential damage to the apartment, as well as to assist with the payment of rental arrears, if needed once other relief is exhausted.		

IMPORTANT SUBSIDY INFORMATION

If your tenant has a subsidy, please read the following details. If you have questions regarding a tenant without subsidy or require additional guidance at any time please contact the DVS Aftercare unit Monday – Friday, 9 AM – 5 PM at 646-808-5212.

LINC AND SEPS

- The first full month's rent, plus three months of the City's share, will be provided to the landlord at the lease signing for all tenants with LINC and SEPS. Under certain circumstances the first full year's subsidy share may be provided under SEPS/LINC.
- You will begin receiving monthly subsidy rental assistance from the City four months after the start date of the lease.
- The first tenant rent contribution is due a month after the start date of the lease. This should be paid directly to the landlord by the tenant. Please ensure the tenant has the necessary information on how to submit rent payment.
- For inquiries regarding a LINC or SEPS voucher, including voucher payments, please contact the Rental Assistance Call Center at 929-221-0043, Monday-Friday, 9:00 AM-5:00 PM. You will need to create a service ticket and staff will contact you with your payment information. For any other tenancy related questions or concerns please connect the tenant with the local DHS Homebase office by calling 311 or prevention@nyc.dhs.gov.

HPD SECTION 8 and HPD HUD-VASH

- Payment is reoccurring and distributed on the 1st or the 15th, based on the lease start date.
- The New York City Department of Finance makes monthly subsidy payments directly to the deed holder at HPD's request. Owners may view their current contact information and payment information online using the [DTR Partner Portal at https://partnerportal.hpdnyc.org](https://partnerportal.hpdnyc.org)
- The first tenant rent contribution is due a month after the start date of the lease. This should be paid directly to the landlord by the tenant or through direct deposit with the tenant. Please ensure the tenant has the necessary information on how to submit rent payment.
- Please makes sure that you have submitted your HAP contract if you have not already done so.
- For all inquiries regarding a tenant with an HPD voucher please contact the Section 8 Helpline at 917-286-4300, via email at DTRPartnerPortal@hpd.nyc.gov or online at <https://partnerportal.hpdnyc.org>

NYCHA SECTION 8, NYCHA HUD-VASH and NYCHA HUD-VASH CONTINUUM

- Payment is reoccurring and expected at the end of the month.
- NYCHA makes all monthly Housing Assistance Payments electronically directly to owners. To enroll please complete the direct deposit enrollment form found on the Owner Extranet at eapps.nycha.info. Please be advised that the first NYCHA payment for a new tenant may take 4-6 weeks to process. The first tenant rent contribution is due a month after the start date of the lease. This should be paid directly to the landlord by the tenant or through direct deposit with the tenant. Please ensure the tenant has the necessary information on how to submit rent.
- Please makes sure that you have submitted your HAP contract if you have not already done so.

For all inquiries regarding a tenant with a NYCHA Section 8 voucher contact NYCHA at the Customer Contact Center at 718-707-7771, Monday-Friday, 8:00 AM-5:00 PM or contact NYCHA via the Owner Extranet at https://eapps.nycha.info/leased_housing/.

If you are having any difficulties with your landlord or adjusting to permanent housing, including difficulties paying rent, please call the DVS Aftercare unit Monday – Friday, 9 AM – 5 PM at (646) 808-5212 and someone will assist you.