

NEW TENANT INFORMATION SHEET

NYC VETERANS

CONGRATULATIONS ON YOUR NEW HOME!

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 Subsidy:		Landlord Name:	
Landlord Address:		Landlord Phone Number:	Landlord Email:
UTILITIES			
Is Natural Gas included in your rent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Electricity in your Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, you must register your new apartment and turn on your gas. Please call the phone number below.		If no, you must register your new apartment and turn on your Electricity. Please call the phone number below.	
Gas Provider: Phone Number:		Electric Provider: Phone Number:	
<i>If you have an open PA case you may be eligible for assistance with paying your utilities. You can inquire about this benefit by calling the Head Line at (212) 331-3150.</i>			
MOVE OUT TRANSPORTATION			
<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>			
<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 AND RECERTIFICATION INFORMATION

If you have a rental subsidy please see the contact information below to report a change in income or household size, inquire about the renewal process, report a late payment, or have any other questions. If you do not have a rental subsidy, or if you have any additional questions, please contact your housing navigator listed on the front of this sheet or call the NYC Department of Veterans' Services (DVS) at 646-808-5212.

- LINC I, II, III, IV, V, VI:** After your first year, you may receive renewals annually so long as funding remains available and you continue to meet subsidy qualifications. For all inquiries regarding your subsidy or aftercare please contact the LINC hotline at 929-221-0043. For aftercare related matters you can also email prevention@dhs.nyc.gov. Your recertification package will come in the mail approx. 10 months from your move in. Bring packet to your nearest Homebase. Call 311 to locate your nearest Homebase.
- SEPS:** After your first year, you may receive renewals annually so long as funding remains available and you continue to meet subsidy qualifications. For all inquiries regarding your subsidy or aftercare please contact your SEPS provider you worked with to move or you can also call the Rental Assistance Call Center at 929-221-0043. Your recertification package will come in the mail approx. 10 months from your move in. Bring packet to your nearest Homebase. Call 311 to locate your nearest Homebase.
- NYCHA Section 8** – To recertify you are required to submit family composition, income, assets, and expense information annually to NYCHA to determine your continued eligibility for the HCV Program. For all inquiries regarding your NYCHA Section 8 voucher, please call the Customer Contact Center at 718-707-7771.
- HPD Section 8** - For all inquiries regarding your HPD Section 8 voucher, please contact the Section 8 Helpline at 917-286-4300.
- HUD-VASH NYCHA** - To recertify you are required to submit family composition, income, assets, and expense information annually to NYCHA to determine your continued eligibility for the HCV Program. Contact your HUD-VASH caseworker first for all inquiries. If you do not know who your case worker is, contact Bob Wenzel at 212-686-7500 x7706. For additional inquiries regarding your Section 8 voucher, call the Customer Contact Center at 718-707-7771.
- HUD-VASH HPD** - Contact your HUD-VASH caseworker first for all inquiries. If you do not know who your case worker is, contact Bob Wenzel at 212-686-7500 x7706. For additional inquiries regarding your Section 8 voucher, contact the Section 8 Helpline at 917-286-4300.
- No Subsidy** – Please direct all questions to your housing navigator listed on the front of this sheet or call the NYC Department of Veterans' Services (DVS) at 646-740-8156.

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.