



**NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT**

SECTION 8 LANDLORD BRIEFINGS

This is to announce the 2008 New York City Housing Authority (NYCHA) Landlord Briefing Schedule for new and prospective Section 8 Landlords. Current landlords are welcome to attend. Presentations are held in our Bronx and Brooklyn Leased Housing borough offices.

The following topics will be discussed in detail at each session:

- Section 8 Programs Basics
- Responsibilities of a Section 8 Landlord
- Setting the right contract rent for your apartment
- What you need to know about Housing Quality Standards
- Required documentation for proof of building ownership
- Landlord subsidy payments
- How to list vacant apartment with Section 8
- How to Access Notices of Apartment Inspections
- The Leased Renewal process
- Tenant Transfers (including moves outside of NYC)
- Customer Service.....AND MORE!

2008 Schedule

NOTE: All presentations start promptly at 9:30 AM and end at 11:30 AM

Brooklyn Leased Housing Office 350 Livingston Street, Lower Level	Bronx Leased Housing Office 1 Fordham Plaza, 3rd Floor
January 10, 2008	January 24, 2008
February 7, 2008	February 21, 2008
March 6, 2008	March 20, 2008
April 3, 2008	April 30, 2008
May 8, 2008	May 28, 2008
June 12, 2008	June 25, 2008
July 10, 2008	July 30, 2008
August 7, 2008	August 27, 2008
September 11, 2008	September 24, 2008
October 2, 2008	October 29, 2008
November 6, 2008	November 5, 2008
December 4, 2008	December 3, 2008

If you are interested in attending any of these sessions, you must pre-register by regular mail or fax. To register, please click on the [RSVP Registration Form](#). Please provide your name, address, telephone number and/or other contact information.