

LEASE RENEWALS

The Lease Renewal process begins with a landlord's completion of NYCHA's "[Lease Renewal Request](#)" form that is mailed out five months prior to each tenant's lease expiration date.

Please follow the guidelines listed below to expedite this process:

1. The landlord and tenant should agree to the lease terms. If a tenant fails to respond to the renewal offer, landlords of rent stabilized buildings can renew leases without their tenant's signature. This is known as a "Deemed Lease".
2. Apartments must be in satisfactory condition and able to pass inspection.
3. The landlord must complete, sign and date the landlord's statement on the Lease Renewal Request form
4. Return the form to the Section 8 borough office indicated on the top of the form.
5. After the form is reviewed by NYCHA staff, if it is marked "approved", return that form again with the appropriate forms listed below for your building type to the Section 8 borough office indicated on the letterhead.
6. If the Lease Renewal Request form is returned to you marked "disapproved", note reason for disapproval and follow the instructions for compliance.

For rent stabilized tenants:

1. NYCHA-approved Lease Renewal Request form and
2. A copy of the rent stabilization rider to the lease and
3. A copy of the rent stabilization lease renewal form indicating the new rent and lease term and.
4. A signed Housing Choice Voucher Housing Assistance Payments Contract (if provided by the Housing Authority) and
5. A signed Lead Based Paint disclosure form (if not previously submitted).

For rent controlled tenants:

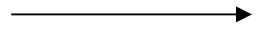
1. The approved Lease Renewal Request form and
2. Either
 - a. A copy of the DHCR form indicating approval of the new rent or
 - b. A copy of the DHCR form requesting approval of a new rent and the most recent DHCR form granting approval of a rent and
3. A signed Housing Choice Voucher Assistance Payment Contract (if provided by the Housing Authority) and
4. A signed Lead Based Paint disclosure form (if not previously submitted).

For non-regulated tenants:

1. The approved Lease Renewal Request form and
2. A copy of the lease executed by the landlord and tenant indicating the new rent and lease term and
3. A signed Housing Choice Voucher Housing Assistance Payments contract (provided by the Housing Authority) and
4. A signed Lead Base Paint disclosure form (if not previously submitted).

For government-regulated tenants (i.e. state and city Mitchell Lama, 236. etc):

1. The approved Lease Renewal Request form and
2. A signed Housing Choice Voucher Housing Assistance Payments Contract (provided by the Housing Authority) and
3. A signed Lead Based Paint disclosure form (if not previously submitted).



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