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Rebuild Program: Transfer Amounts for Temporary Housing Expenses

Overview:

Rebuild Program applicants with transfer amounts may claim temporary housing expenses against their transfer amount prior to depositing that transfer amount with the City. These applicants also have an option to claim reimbursement for temporary housing expenses from the date of Grant Agreement through construction completion on the home at a cap of \$20,000.

Allowable Expenses:

- Rent paid out-of-pocket (applicant must show a lease and rent receipts)
- Relocation expenses, including moving company fees, moving equipment, and broker's fees
- Temporary storage of household items

Process:

1. The Rebuild applicant signs the Rebuild Option Selection Agreement (OSA) and Coordination of Benefits Worksheet (COB). The applicant continues tracking and saving receipts for their Temporary Housing Expenses.
2. After signing the COB, the transfer amount may be reduced even further as a result of claimed expenses. This will be determined after the first meeting with the developer.
3. Before signing the Homeowner Deposit Agreement with the City, the applicant can claim Temporary Housing Expenses by submitting a Request to Claim Temporary Housing Expense form. The claim will be reviewed and confirmed by HPD and a new, reduced transfer amount will be issued. The reduced transfer amount will need to be provided as a check at the signing of the Homeowner Deposit Agreement.
4. After the Rebuild applicant deposits the Transfer Amount, they can request reimbursement for Temporary Housing Expenses by filling out the Request to Claim Temporary Housing Expenses form. This form includes a monthly reimbursement request form that must be submitted every month to claim reimbursement for expenses.