



**Bill de Blasio**  
Mayor

**Human Resources  
Administration**  
Department of  
Social Services

**Steven Banks**  
Commissioner

**Department of  
Homeless Services**

**Gilbert Taylor**  
Commissioner

## LIVING IN COMMUNITIES (LINC) NOTARIZED PAYEE DESIGNATION FORM

Directions: Only landlords who are designating a payee for ongoing rental payments must complete this form

<b>1. Tenant Information</b>	
Name: _____	Certification #: _____
<b>2. Designated Payee Information</b>	
Payee First/Last Name: _____	
Payee Business Name: _____	
Payee Address: _____	Apt#: _____
City: _____	State: _____ Zip Code: _____
Phone#: _____	Email: _____
<b>3. Notarized Statement</b>	
Complete and sign the statement below.	

Please be advised that I (print landlord name), \_\_\_\_\_,  
hereby authorize (print payee name) \_\_\_\_\_ to receive payment for  
the apartment located at (print full address): \_\_\_\_\_ for the  
above-referenced tenant.

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

Notary Stamp and Signature: