

Statement of Briefing Completion

By submitting this form, I, (tenant/applicant name: _____), do hereby affirm and state:

1. That I have viewed the online briefing on program requirements for the (program name: _____). I completed this briefing on (date of briefing: _____).
2. That I received written briefing materials via a link to HPD's website.
3. That I have that I have been provided, read, and understood the "Things You Should Know" document.
 - a. I understand there may be civil and/or criminal penalties if I knowingly omit information or give false information in connection with my application for assisted housing.
 - b. I understand that if I have any additional questions, I can send an email to:
 - i. DTRInitials@hpd.nyc.gov for tenant-based programs, and
 - ii. Conversions@hpd.nyc.gov for the Project-Based Voucher (PBV) program.
4. That I received an opportunity to ask and receive answers to questions about the program listed above with an HPD staff member over the phone, and that I have contact information to use for any future questions.
5. I understand that this briefing is a requirement to receive a voucher, but this certification does not guarantee that I will receive subsidy.

SIGNATURE

PRINT NAME

DATE

Do you have an email address? Would you like to be contacted using email? If so, provide your email below.

Email address: _____

*Note: providing your email address is **optional**. If you do not provide your email address but sign, print your name and write the date on the signature line above, your certification document will be considered complete.*



You may submit this information to HPD by:

- Email: DTRinitials@hpd.nyc.gov (for tenant-based) or Conversions@hpd.nyc.gov (for PBV)
 - a. Fill out this form electronically and email it to HPD
 - b. Print the form, complete it, and send a scan or picture to HPD
 - c. Or, you can send all the language in the form above (including the information requested in the parentheses) in an email to HPD

- Fax completed form to 212-863-8832 (for tenant-based) or 212-863-7732 (for PBV)

- If it is safe for you to do so, you may mail this certification to:
 - HPD Division of Tenant Resources
 - 100 Gold Street, Room 1-M
 - New York, NY 10038

**Note: HPD's Office of Client Services is currently closed to the public*

