

Frequently Asked Questions: HPD's Home Tenant Based Rental Assistance
(HOME TBRA) Program
FAQ for Owners Currently Participating in the Emergency Housing Voucher
(EHV) Program

1. What is the HOME Tenant-Based Rental Assistance (TBRA) program?

The HOME Tenant-Based Rental Assistance (TBRA) program is a federally funded tenant-based rental subsidy program run by the New York City Department of Housing Preservation and Development (HPD) for households that are homeless or at risk of homelessness. HOME TBRA provides rental subsidy assistance for a limited time (up to two years), with future renewals depending on federal funding.

2. Who is eligible for HOME TBRA?

Households eligible to apply for HOME TBRA include families currently receiving assistance under HPD's Emergency Housing Voucher (EHV) program, who, due to program funds anticipated to run out by Summer 2026, may otherwise be at risk of homelessness. Families currently participating in HPD's EHV program who are considered in good standing will receive an invitation to apply to HOME TBRA. If a household's EHV subsidy was previously terminated, they will not be eligible for HOME TBRA.

3. How does the program work?

HOME TBRA has similar eligibility requirements and benefits as the EHV program. Families generally pay approximately 30% of their adjusted monthly income toward rent, while the subsidy covers the rest up to [HOME TBRA's payment standard](#) which can be found at www.nyc.gov/hpd-HOMETBRA

4. What is the HOME TBRA Coupon?

Current EHV assisted families who apply for HOME TBRA and are determined eligible will be issued a HOME TBRA coupon. The coupon includes the name of the Head of the Household and the size of the unit for which they have been approved by HPD. This coupon is the binding agreement between the assisted household and HPD that lays out rights and responsibilities for both parties.

5. My current EHV tenant is planning on switching their EHV assistance to HOME TBRA and will be staying in the same unit. When will I (the owner) start getting paid on the new program? Will there be a lapse in subsidy?

Once an existing EHV tenant is notified that they are eligible to apply for HOME TBRA, the following steps must be taken for the owner to start receiving payments:

1. The tenant must submit a HOME TBRA application to HPD and be confirmed eligible for HOME TBRA.
2. The owner must submit a completed Request for Unit Approval (RFUA) and a HOME Certification of Lease Compliance.
3. HPD will conduct a mandatory Housing Quality Standards (HQS) inspection of the unit. The unit must pass inspection.
4. HPD will send the owner a Rental Assistance Contract (RAC), which the owner must sign and return to HPD within 30 days with a copy of a current, executed lease or a renewal lease.
5. Upon approval by HPD, both the owner and the tenant will receive a Rent Breakdown Letter outlining the tenant's share and Rental Assistance Payment (RAP) amount paid by HPD to the owner. This communicates the admission to the HOME TBRA program.

Once all steps are completed, payments will continue for the duration of the RAC as long as all parties remain in compliance with program requirements. RACs will be issued with 24 month terms to minimize any disruption to rent subsidy payments under the HOME TBRA program. To renew assistance at the end of the RAC term, funding must be available, the household must be re-determined to be income eligible and an executed renewal lease must be submitted to HPD.

6. Will my unit need to pass a Housing Quality Standards (HQS) Inspection in order to get the HOME TBRA subsidy?

Yes. To receive a HOME TBRA subsidy, all units must pass a new initial HQS Inspection to ensure unit eligibility. Only after a unit passes HQS inspection can HPD pay a HOME TBRA subsidy. Please review information on the HPD website to [learn more about inspections](#).

7. How is rent approved or determined to be "reasonable" and "affordable"?

Rent for a HOME TBRA subsidized unit can never be more than the rent charged for comparable unsubsidized (market rate) units within the building or neighborhood. After an owner submits an Owner Package or the RFUA, HPD will determine if the requested

contract rent is reasonable based on market comparables, obtained from www.affordablehousing.com.

HPD will also determine if the unit is affordable to the household based on the household income and if their tenant share is more than 30% of their income. If the unit's gross rent (rent plus utilities) is equal to or below the payment standard, the family's contribution to their rent will be 30% of their household income. HPD subsidizes the remainder of the rent directly to the owner. If the unit's gross rent exceeds the HOME TBRA payment standard (www.nyc.gov/hpd-HOMETBRA), the family must pay the difference. A unit is considered unaffordable and cannot be approved if a family has to pay more than 40% of their income.

8. What happens if my proposed rent is not approved?

If the proposed contract rent is determined to be unreasonable, HPD staff will notify you in writing and tell you how to revise the request.

9. How is the effective date of the HOME TBRA Contract determined?

The Rental Assistance Contract (RAC) will be sent to the owner after HPD approves the rent and the unit passes HQS inspection. To avoid any duplicate payments, the effective date of the RAC will be the 1st of the month following the last Housing Assistance Payment (HAP) made through the EHV program. Upon issuance of the RAC to the owner, EHV HAP payments will stop until admission to the HOME TBRA program. To avoid delayed payment, the RAC and lease should be returned to HPD promptly.

The owner must sign and return the RAC, along with an executed lease, within 30 days of receipt. If the RAC and lease are not fully executed and returned within this timeframe, the RAC effective date must be revised, and HPD may delay or void the contract.

10. Can I request rent increases under the HOME TBRA program?

Once admitted to the HOME TBRA program, owners may request rent increases for lease renewals that occur during the term of the RAC. Requests for rent increases may be made by uploading the lease and any other supporting documents for the request through HPD's Owner Portal, which can be found at www.nyc.gov/dtownerportal, 60 days in advance of the effective date of the proposed rent. HPD will review the request to confirm the requested rent is allowable (under any applicable rules/laws, such as rent stabilization) and reasonable compared to similar unassisted units in the housing market.

11. Can I charge tenants more than the contract rent?

HOME TBRA tenants are required to pay the rent amount authorized by HPD in the Rent Breakdown Letter. Any other amount paid by the tenant is considered an unauthorized side payment by HPD. Unauthorized side payments are grounds for termination of the Rental Assistance Contract and may adversely affect the owner's ability to participate in the program in the future. HPD may authorize participants to make additional payments to the owner for additional services or amenities, such as parking spaces or appliances. However, any side payment agreement between the participant and the owner for items not included in the lease must be made in writing and approved by HPD.

12. Can I move HOME TBRA rental assistance tenants from one of my units to another?

Tenants may move within New York City while being subsidized with HOME TBRA. HOME TBRA participants may even move to a different unit within the same development. However, all moves require prior approval from HPD. Moving tenants without official HPD approval may result in a loss of subsidy. All moves require an HQS inspection, rent reasonableness determination and the issuance of a Rental Assistance Contract (RAC) for the new unit. The owner is required to sign the new RAC.

13. Can property owners refuse to accept HOME TBRA?

Under New York City Human Rights Law, it is illegal for property owners to discriminate against applicants because they have a HOME TBRA coupon or any other type of rental assistance. More information is available here:

<https://www.nyc.gov/site/cchr/media/source-of-income.page>.

14. Who can I contact with questions?

If you have any related questions, please contact HPD at 212-863-8031 or email EHVtransition@hpd.nyc.gov. You may also visit our office at 100 Gold Street, Owner Services, Monday through Friday between 9:00 AM and 4:00 PM. A valid photo ID is required to gain entry to the building.