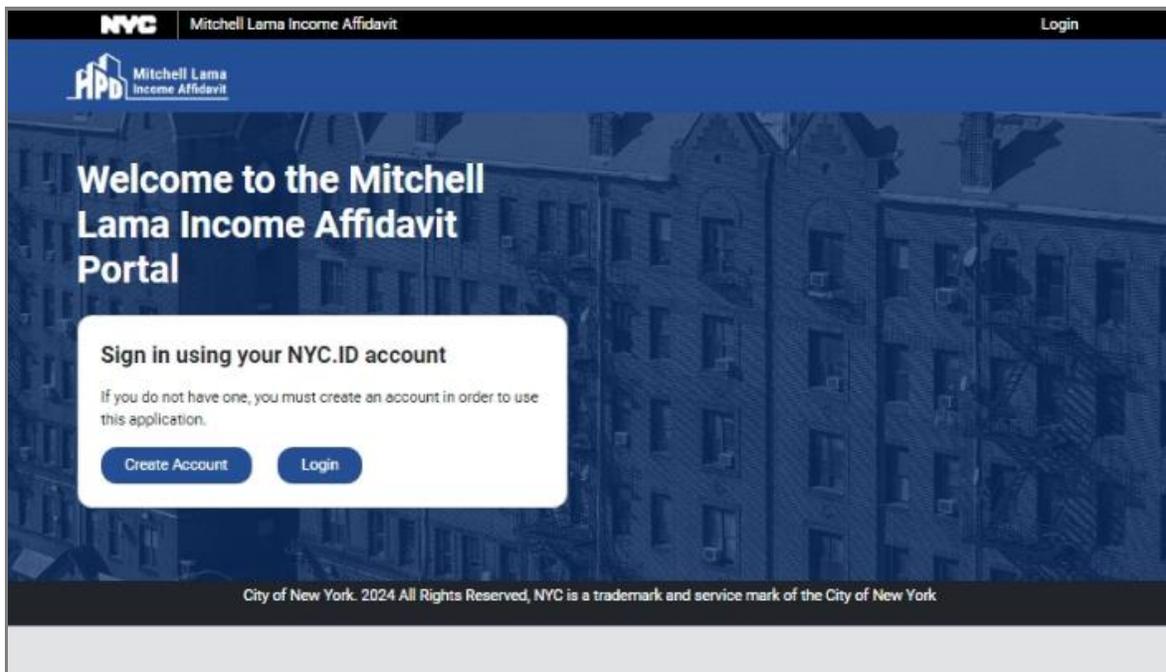




Housing Preservation & Development

Mitchell Lama Income Affidavit Portal



User Guide

Last Update: May 2025

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Overview

Business Objective:

The Mitchell Lama Digitized Income Affidavit application (MLDIA) provides for submission, review, and approval of Mitchell Lama income affidavit documents by the Department of Finance and HPD internal review staff.

The application replaces a manual process and provides a simple and efficient way of managing the documents from creation to approval and retention.

Who can access the MLDIA Application?

The MLDIA application will be accessed by

- Mitchell Lama property managers in their role as Managing Agents of the Developments.
- HPD staff, who sends income affidavit information to the New York State Department of Taxation and Finance to conduct income verification.

Workflow of the MLDIA Application

The general workflow of the MLDIA application is based on the following sequence of events:

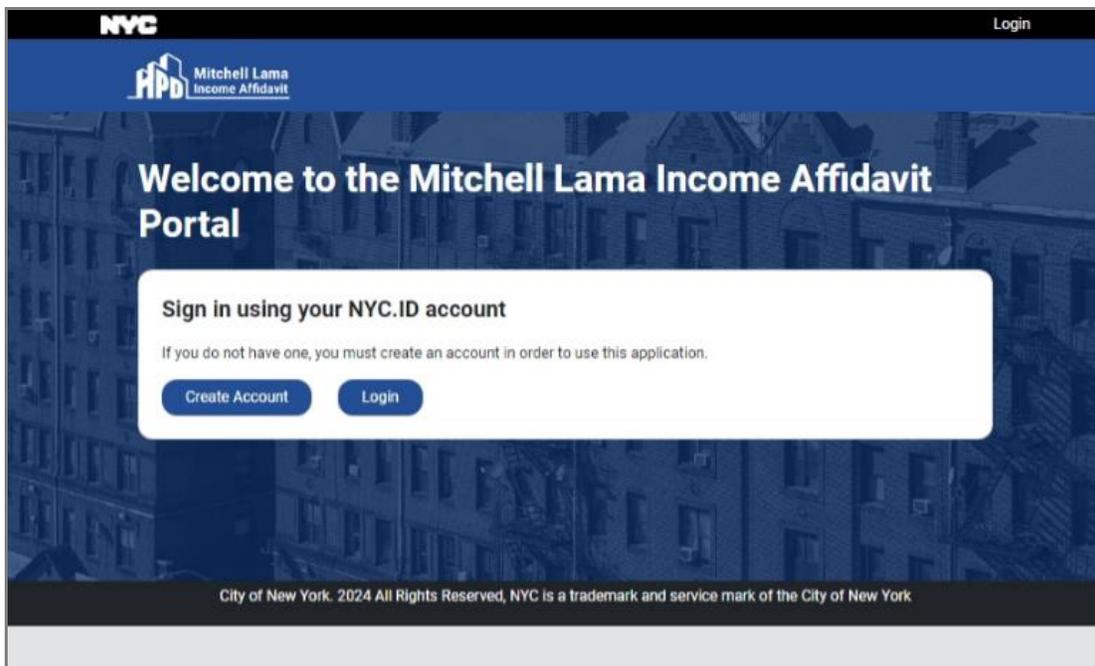
- Establish access to the Development records that contain the housing Units to be documented.
- Add or jump directly to Selecting the Unit(s) that describe the housing facilities and their characteristics.
- Document and provide for the review of the Income Affidavits that have been provided by the Managing Agents

The remainder of this User Guide takes you through the general workflow of the application and explains the various screens and features of the Income Affidavit entry and submission process.

Accessing the MLDIA Application

The Mitchell Lama Income Affidavit portal is accessible through the NYC.ID account you may already have. If you do not have a NYC-ID account, you may create an account by following the instructions in Appendix A of this document, beginning on page 24. You may also contact the Help Desk at hpdttechtrack@hpd.nyc.gov for assistance with this.

To access the application, launch your browser window and type the following into the URL line: <https://mlaffidavits.nyc.gov> and then press enter. The following login screen will be displayed:



To proceed, click the Login button, which will then display the following screen:

NYC | NYC.ID

The Official Website of the City of New York

NYC

Login

Log in using your NYC account

Log in using one of these options

Email Address or Username *

@outlook.com

Password *

.....

Login

or

NYC Employees

Google

Microsoft

LinkedIn

Yahoo

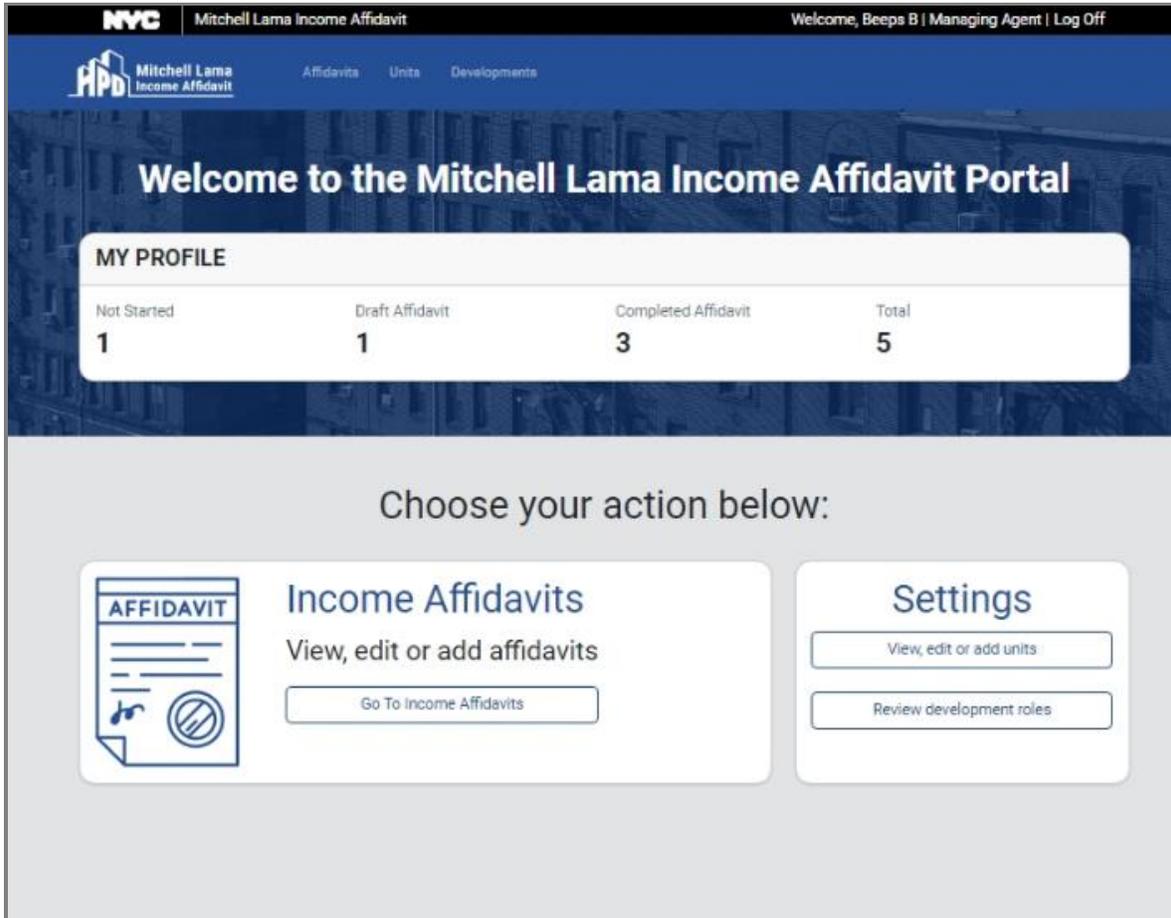
[Forgot Password](#) [Create Account](#) [Report an Issue](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

You will only need to enter your login information the first time you access the system. It will be retained for future sessions and you'll only need to click the Login button to proceed to the application.

The Main MLDIA Screen

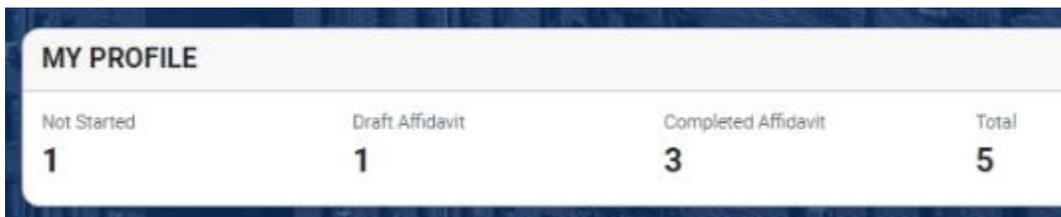
The main screen displays currently available information as well as the keywords along the top for accessing or maintaining the key data in the MLDIA app: Affidavits, Units, and Developments.



The very top bar in black shows the Welcome message and your User Name as well as your Managing Agent title and option to Logout of the application:



The My Profile section provides an overview of the Income Affidavits entered and managed by your account:



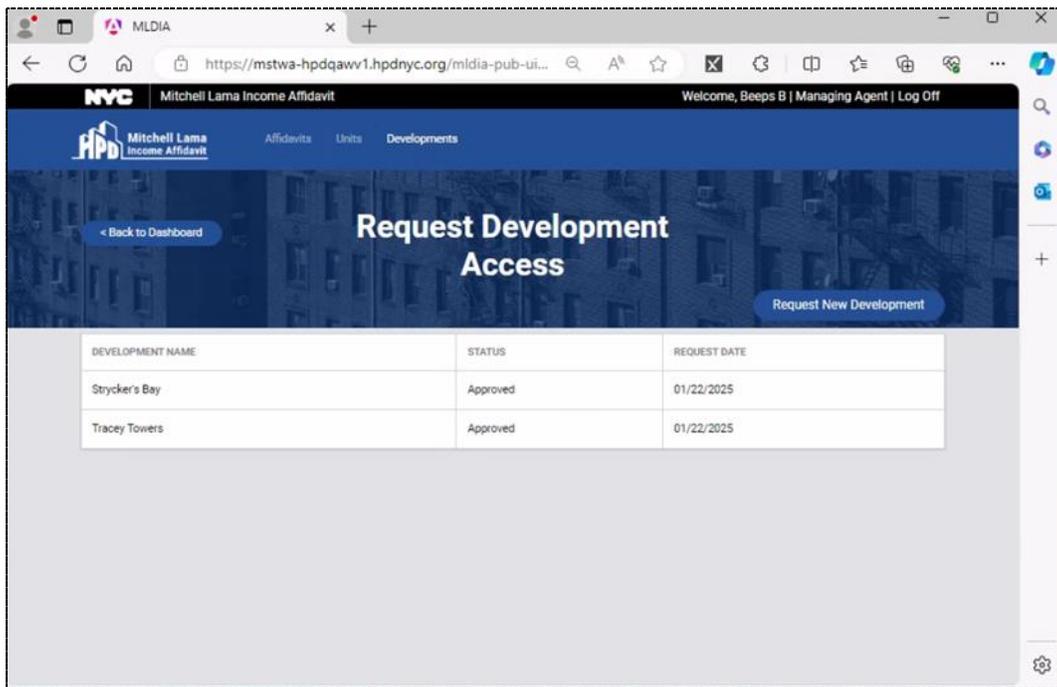
The bottom section of the screen, labeled “Choose your action below” contains options to quickly go to the sections for managing the Income Affidavits and to the Units and Developments already established. Think of these as shortcuts to those sections.



Note: If you’ve already received approval for access to a Development and need to select a Unit or go right to entering an Income Affidavit, use the buttons in the bottom section to go right to the area to enter the information on your form. However, if this is your first time accessing the application, you’ll need to request access to one or more of the Developments on file as shown in the next section.

Development Access Request

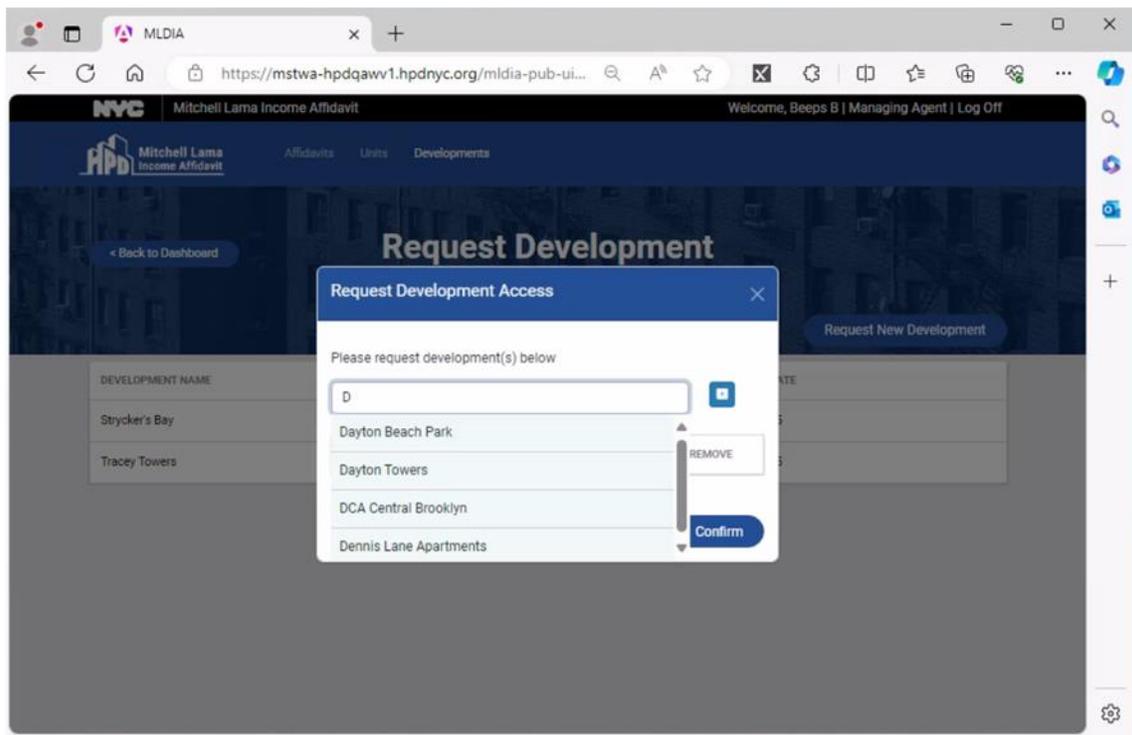
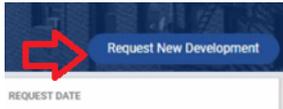
Clicking on the Developments keyword at the top of the main screen will display the list of available Developments and the ability to request access to them. If you have already received approval for the Development in question, simply skip right to the Unit section by clicking Unit at the top of the screen.



The list of previously requested Developments is shown in a tabular format with the status and date requested.

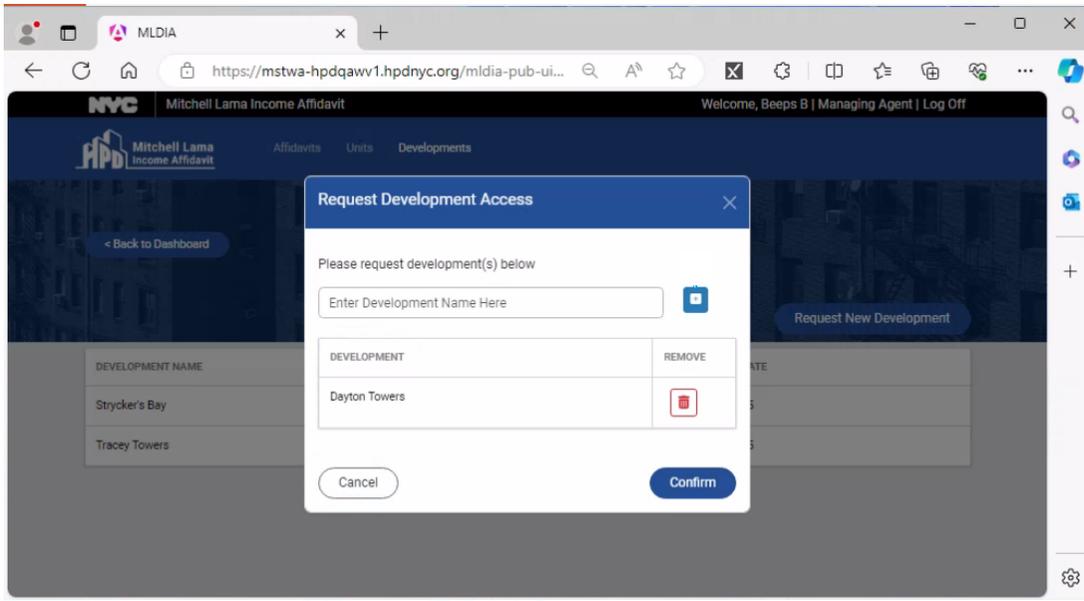
To request access to a new Development:

1. Click the Request New Development button to the right just above the table.



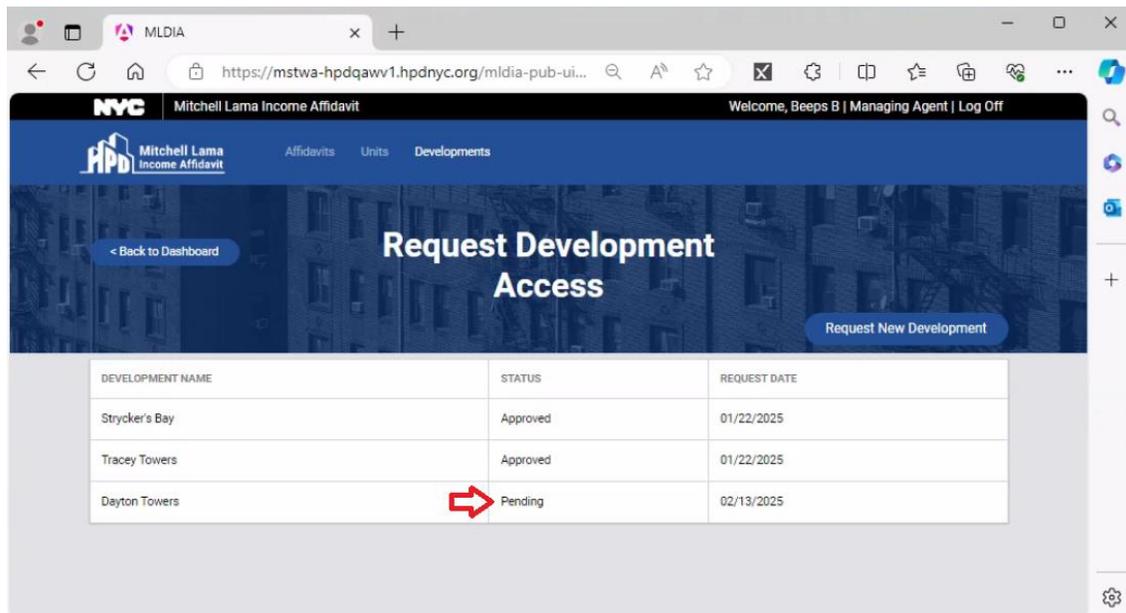
A popup window will be displayed and to locate the desired Development to request access you can either scroll through the list or:

- Place the cursor in the text field and type the first letter of the name of the Development. The list of available developments will be shown.
 - You may then scroll down the shortened list and select the desired Development name.
2. Once the name has been selected, click the blue square button () to the right of the selection box to add the Development name to the list.



In each line of selected Developments in the list, you'll see the red button () on the right. Click this if you wish to delete that Development from the list.

- Once all the desired Developments have been added to the list, click the **Confirm** button to submit the request to the HPD staff and forward to the Department of Finance for approval. The request will then be added to the list of Developments with "Pending" status and the date requested as in the entry shown below.



- Once approved, you may then proceed to the Units section to update or add a Unit if not already defined. Approvals are usually completed within one business day.

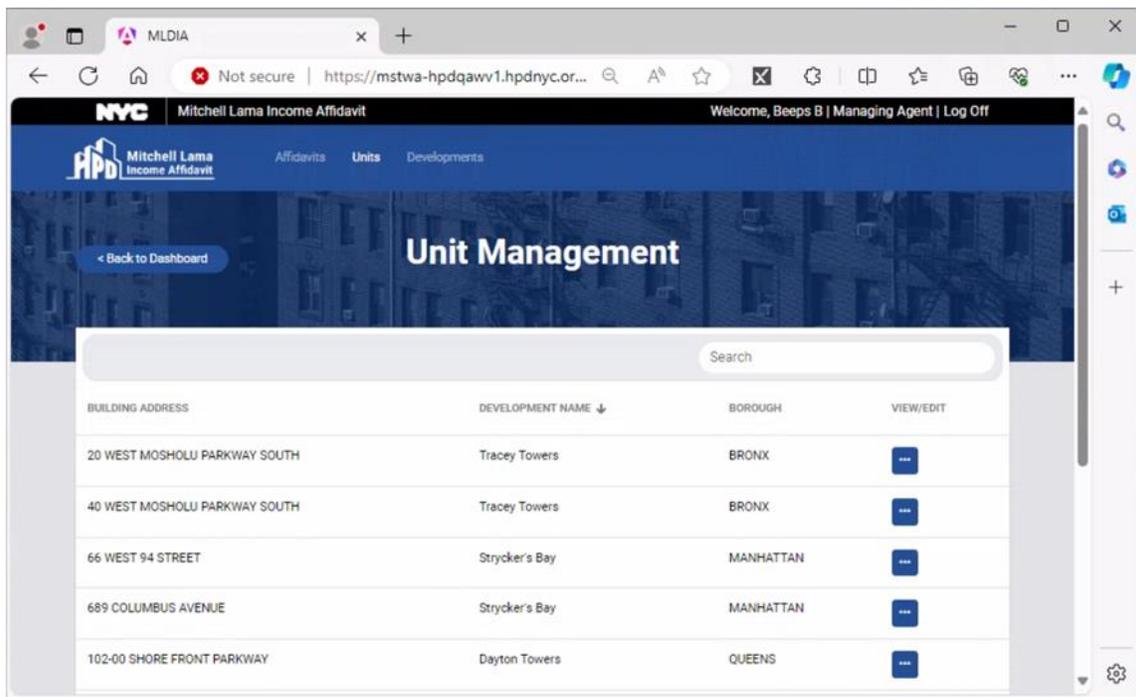
From here, you can click the “< **Back to Dashboard**” button to return to the main screen or proceed directly to the Units section by clicking that keyword at the top of the screen.

Selecting or Adding a Unit

The first time you wish to enter an Income Affidavit for a resident, you’ll select the Building and then select the Unit to which the Income Affidavit will apply if the Unit is on file. If not, you can add the Unit as described below.

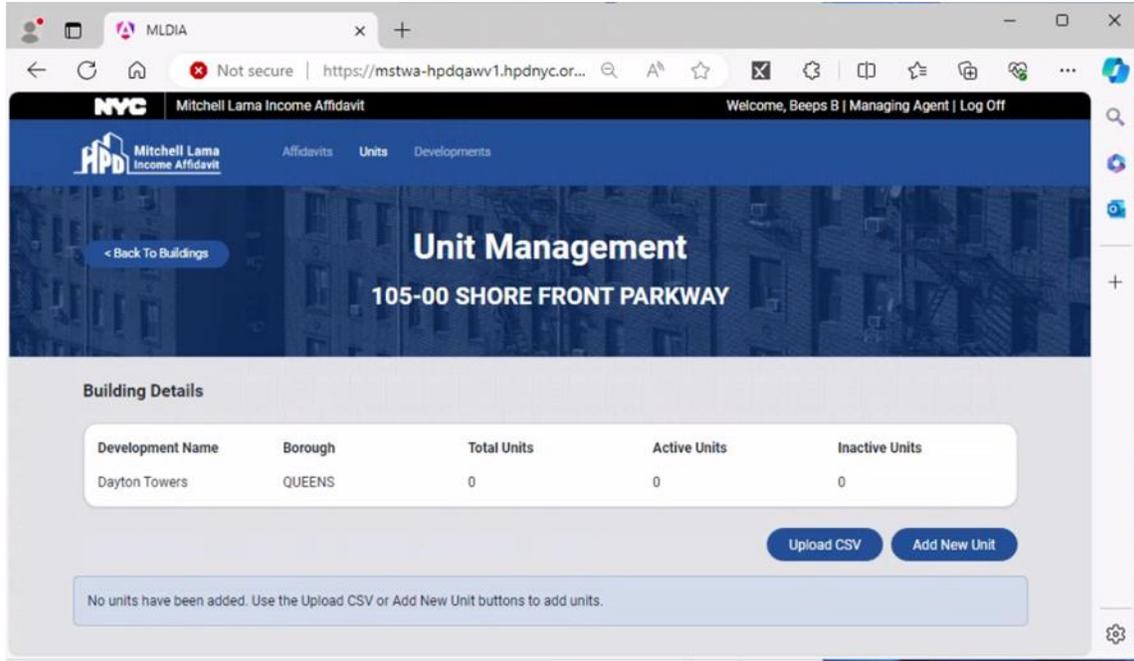
Note: if the Development and Unit are already present, you can simply select the desired Unit and proceed to the next section for Entering an Income Affidavit, which begins on page 13.

To review and/or maintain Units, enter the section by clicking on the Units keyword at the top of the screen.



Once the Development access has been approved you will see the currently defined Buildings listed as well as Buildings for other available Developments.

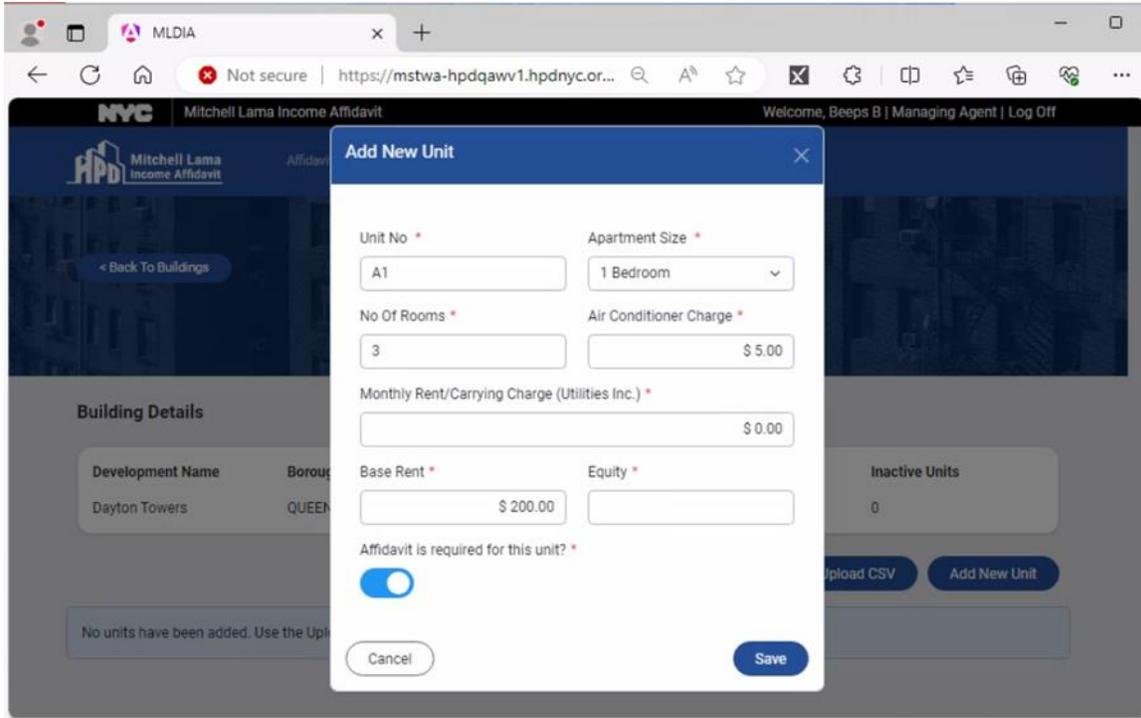
To edit or add a new Unit, click on the blue box () on the right in the line for the Building you wish to modify.



In the example above, the Building has no Units currently established, and you may click one of the two buttons below the Building Details section:

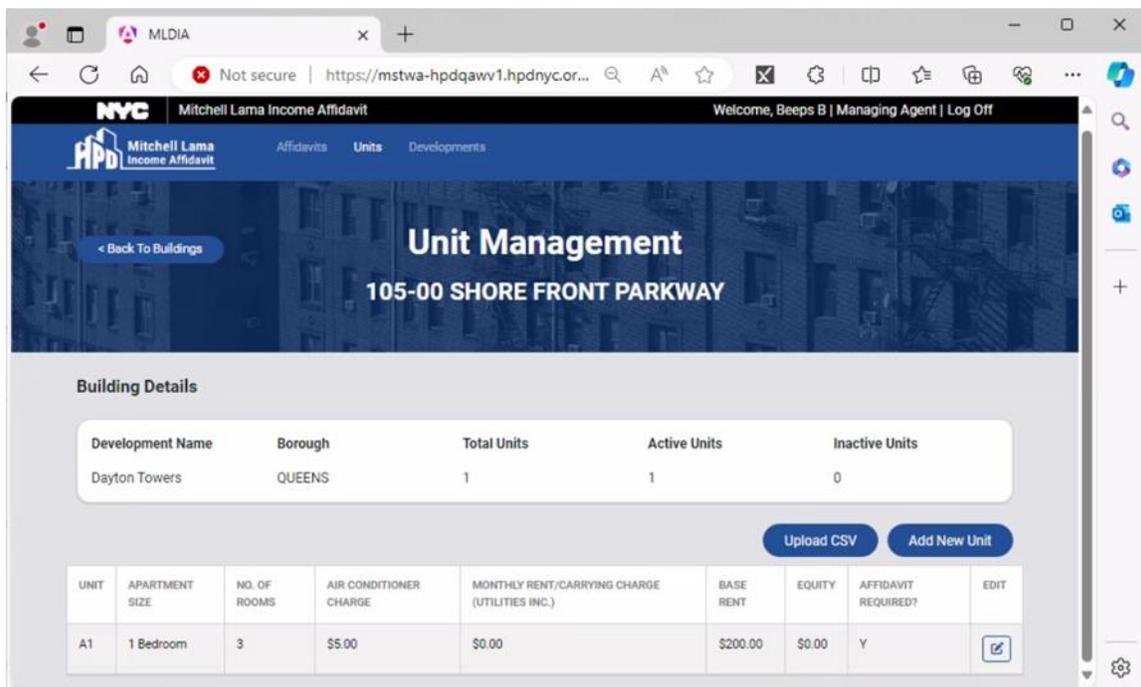
- **Upload CSV** – upload of a file of Unit information for loading a number of Units at a time.
- **Add New Unit** – shows the screen to define and add a new Unit.

If you select the Add New Unit option, a popup window will appear for entry of the characteristics of that Unit:



Note: In this and other sections that are used for entry of characteristics, the required fields have an asterisk (*) next to the field names.

Once all fields have been entered, click the **Save** button to record the changes. The added Unit will be displayed once you return to the Units screen.



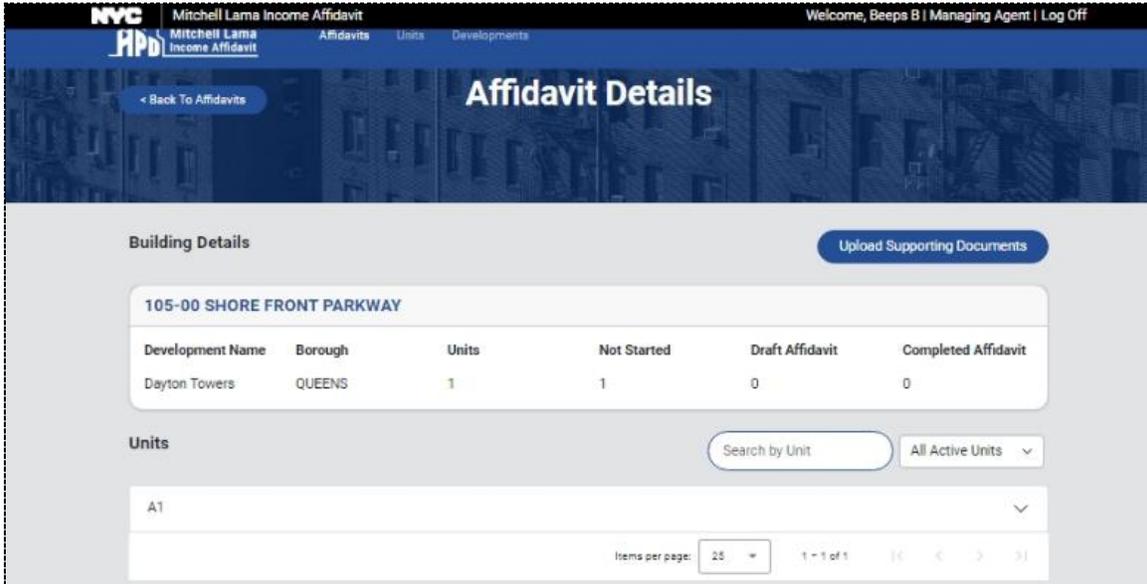
Entering an Income Affidavit

Once your Development access has been completed and the Unit(s) are listed for each Building, you may select and enter an Income Affidavit using the paper document(s) supplied to you by the tenant. To do this, click the **Affidavits** keyword at the top of the screen and the following window will be displayed:

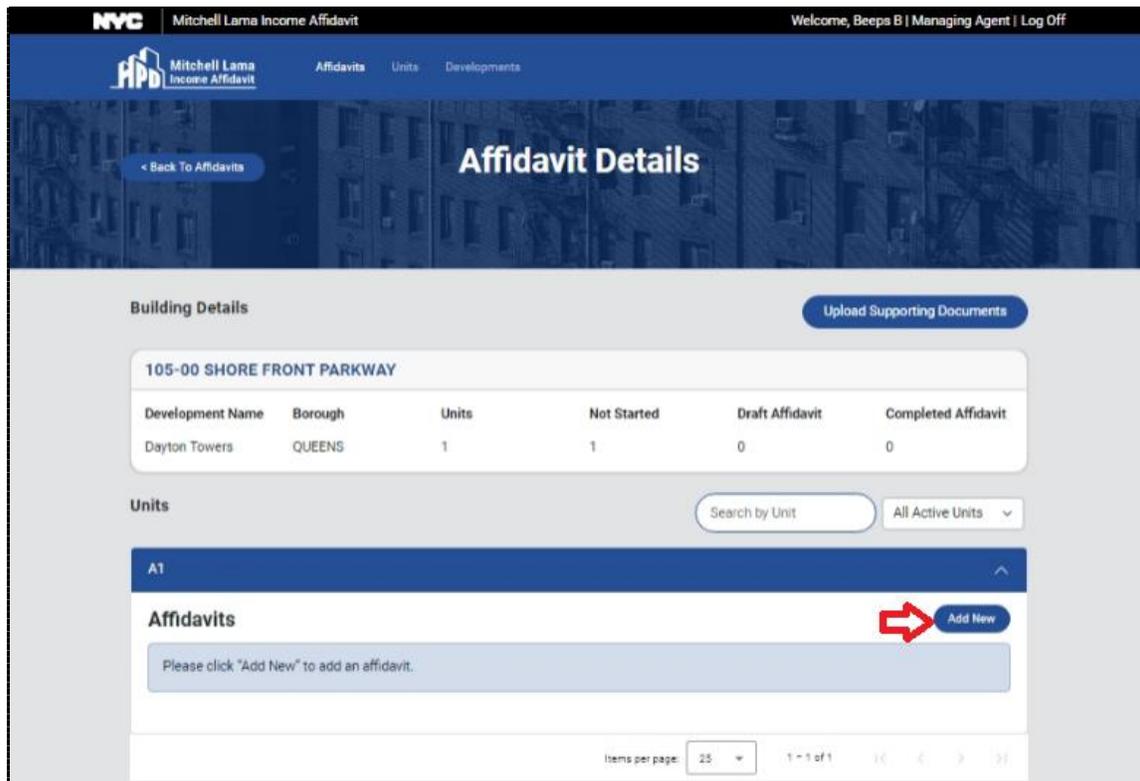
The screenshot shows the 'Income Affidavits' page in the MLDIA Portal. The page has a dark blue header with the NYC logo and 'Mitchell Lama Income Affidavit' text. A navigation bar below the header contains 'Affidavits', 'Units', and 'Developments'. A search bar is located at the top right of the table area. The table lists various buildings with columns for Building Address, Development Name, Borough, Units, Not Started, Draft Affidavit, Completed Affidavit, and View/Edit. The 'View/Edit' column contains blue boxes with three dots. At the bottom of the table, there is a pagination control showing 'Items per page: 25' and '1 - 11 of 11'.

BUILDING ADDRESS	DEVELOPMENT NAME	BOROUGH	UNITS	NOT STARTED	DRAFT AFFIDAVIT	COMPLETED AFFIDAVIT	VIEW/EDIT
102-00 SHORE FRONT PARKWAY	Dayton Towers	QUEENS	0	0	0	0	...
105-00 SHORE FRONT PARKWAY	Dayton Towers	QUEENS	1	1	0	0	...
191 BEACH 102 STREET	Dayton Towers	QUEENS	0	0	0	0	...
7400 SHORE FRONT PARKWAY	Dayton Towers	QUEENS	0	0	0	0	...
7800 SHORE FRONT PARKWAY	Dayton Towers	QUEENS	0	0	0	0	...
8000 SHORE FRONT PARKWAY	Dayton Towers	QUEENS	0	0	0	0	...
66 WEST 94 STREET	Strycker's Bay	MANHATTAN	1	0	0	1	...
689 COLUMBUS AVENUE	Strycker's Bay	MANHATTAN	0	0	0	0	...
20 WEST MOSHOLU PARKWAY SOUTH	Tracey Towers	BRONX	0	0	0	0	...
40 WEST MOSHOLU PARKWAY SOUTH	Tracey Towers	BRONX	0	0	0	0	...
281 MORRIS AVENUE	Tracey Towers	BRONX	0	0	0	0	...

Next, select the Building Address of the Unit for which you wish to enter an Income Affidavit and click the blue box () on the right of the Unit in the row of the table. In this case, we'll select the 105-00 SHORE FRONT PARKWAY building and Unit information will be displayed as follows:



Next, click the down carat () on the right side of the Unit desired, in this case, Unit A1:



To add an Income Affidavit for the Unit, click the blue **Add New** button and the pop-up shown below will be displayed for entering the required data. Note that the information requested is divided into four tabs.

The screenshot displays the 'Add New Affidavit Form' interface. At the top, there is a navigation bar with the NYC logo, 'Mitchell Lama Income Affidavit', and user information: 'Welcome, Beeps B | Managing Agent | Log Off'. Below this is a secondary blue bar with the HPD logo and 'Mitchell Lama Income Affidavit' text, along with menu items for 'Affidavits', 'Units', and 'Developments'. The main heading is 'Add New Affidavit Form' with a '< Back To Affidavit Details' link. The 'Building Details' section contains a table with the following data:

Borough	Address	Development Name	Unit Name
QUEENS	105-00 SHORE FRONT PARKWAY	Dayton Towers	A1

Below the table is the title 'Tenant / Shareholder Annual Household Income Affidavit Calendar Year 2024'. There are four tabs: 'Tenant Information' (selected), 'Household Members', 'Household Income', and 'Document Upload'. The 'Tenant Information' tab shows a question: 'Is this tenant currently assisted by any housing subsidies?' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are three buttons: 'Discard', 'Save as Draft and Exit', and 'Save Form and Continue'.

Using the form provided by the tenant, fill in the fields in each of the tabs shown. You may save the content of the data entered by clicking the **Save as Draft and Exit** button if the process is interrupted or continue entry of the data by clicking the next tab in sequence or the **Save Form and Continue** button to proceed through the data entry process.

[← Back To Affidavit Details](#)

Add New Affidavit Form

NYC Mitchell Lama Income Affidavit Welcome, Beeps B | Managing Agent | Log Off

Borough	Address	Development Name	Unit Name
QUEENS	105-00 SHORE FRONT PARKWAY	Dayton Towers	A1

Tenant / Shareholder Annual Household Income Affidavit Calendar Year 2024

Tenant Information
Household Members
Household Income
Document Upload

Household Members

FIRST NAME	LAST NAME	RELATIONSHIP	BIRTH DATE	SOCIAL SECURITY NUMBER	GROSS INCOME	FULL TIME STUDENT UNDER 21?	TAX RETURN FILING TYPE	ACTION
No Household members added. Please add one.								

First Name*

Last Name*

Relationship*

Birth Date*

Social Security Number*

Gross Income

Full Time Student Under 21?*

Tax Return Filing Type*

Cancel Household Member
Add Household Member

Previous
Save as Draft and Exit
Save Form and Continue

In the Household Members tab, the first member entered must be the designated Head of Household. Enter the information for this person as requested and then click the grey **Add Household Member** button to save the information and display the household member in the table above the entry area.

[← Back To Affidavit Details](#)

Add New Affidavit Form

Mitchell Lama Income Affidavit
 Affidavits
Units
Developments

NYC Mitchell Lama Income Affidavit
 Welcome, Beeps B | Managing Agent | [Log Off](#)

Borough	Address	Development Name	Unit Name
QUEENS	105-00 SHORE FRONT PARKWAY	Dayton Towers	A1

Tenant / Shareholder Annual Household Income Affidavit Calendar Year 2024

Tenant Information
Household Members
Household Income
Document Upload

Household Members

FIRST NAME	LAST NAME	RELATIONSHIP	BIRTH DATE	SOCIAL SECURITY NUMBER	GROSS INCOME	FULL TIME STUDENT UNDER 21?	TAX RETURN FILING TYPE	ACTION
Sally	Minella	Head of Household	02/23/1982	XXX-XX-6789	\$1,110.00	No	Single	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #007bff; margin-bottom: 2px;"></div> <div style="width: 20px; height: 20px; background-color: #dc3545; margin-bottom: 2px;"></div> </div>

First Name*

Last Name*

Relationship*

Birth Date*

Social Security Number*

Gross Income

Full Time Student Under 21?*

Tax Return Filing Type*

Cancel Household Member
Add Household Member

Previous
Save as Draft and Exit
Save Form and Continue

Note that the blue and red box on the right side of each table entry can be used to **Edit** or **Delete** a record if these actions are required.

Continue entering all known Household Members, and once complete, proceed to the next tab by either clicking the tab or the **Save Form and Continue** button.

Complete the Household Income section by entering the data in the next section in the form:

Building Details

Borough	Address	Development Name	Unit Name
QUEENS	105-00 SHORE FRONT PARKWAY	Dayton Towers	A1

Tenant / Shareholder Annual Household Income Affidavit Calendar Year 2024

Tenant Information | Household Members | **Household Income** | Document Upload

Household Income

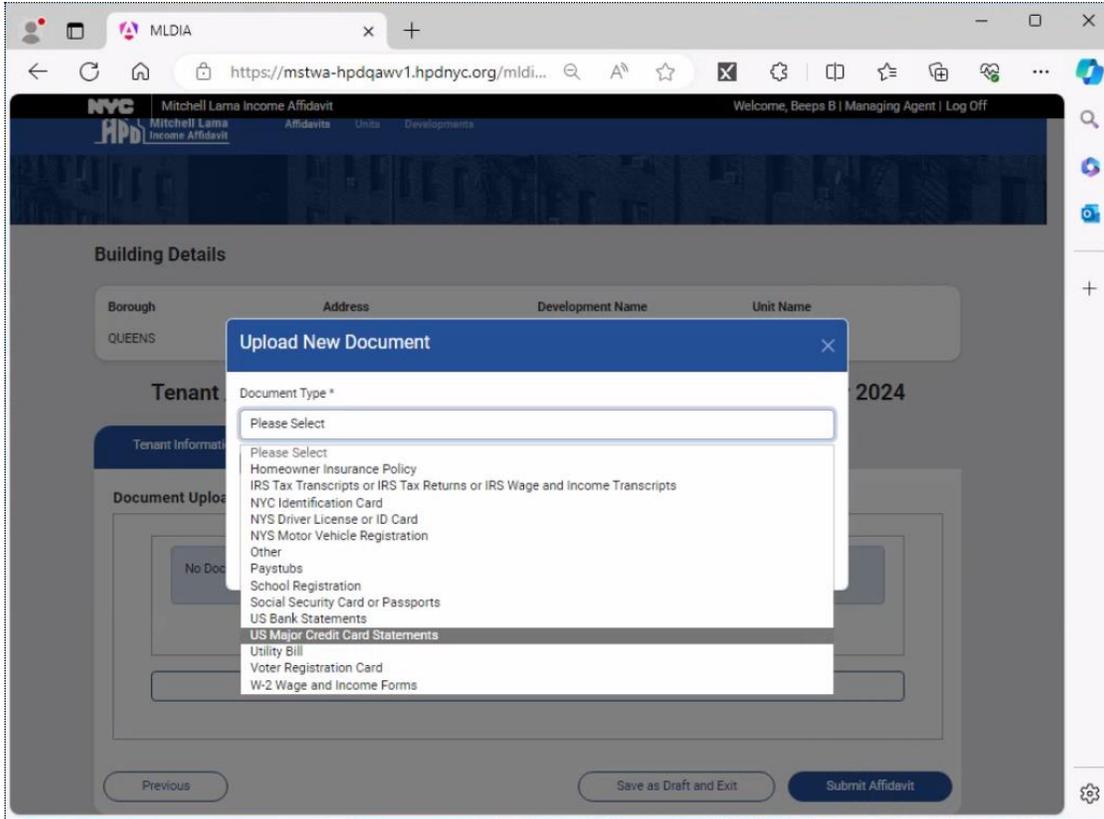
Dependent Exemption*	\$ 100.00	Taxpayer Deduction*	\$ 0.00
Medical & Dental Expenses*	\$ 50.00	Taxable Social Security Benefits*	\$ 0.00
Grand Total Income of all Household Members	\$ 1,110.00	Grand Total of All Deductions	\$ 150.00

Excluding full-time students under 21

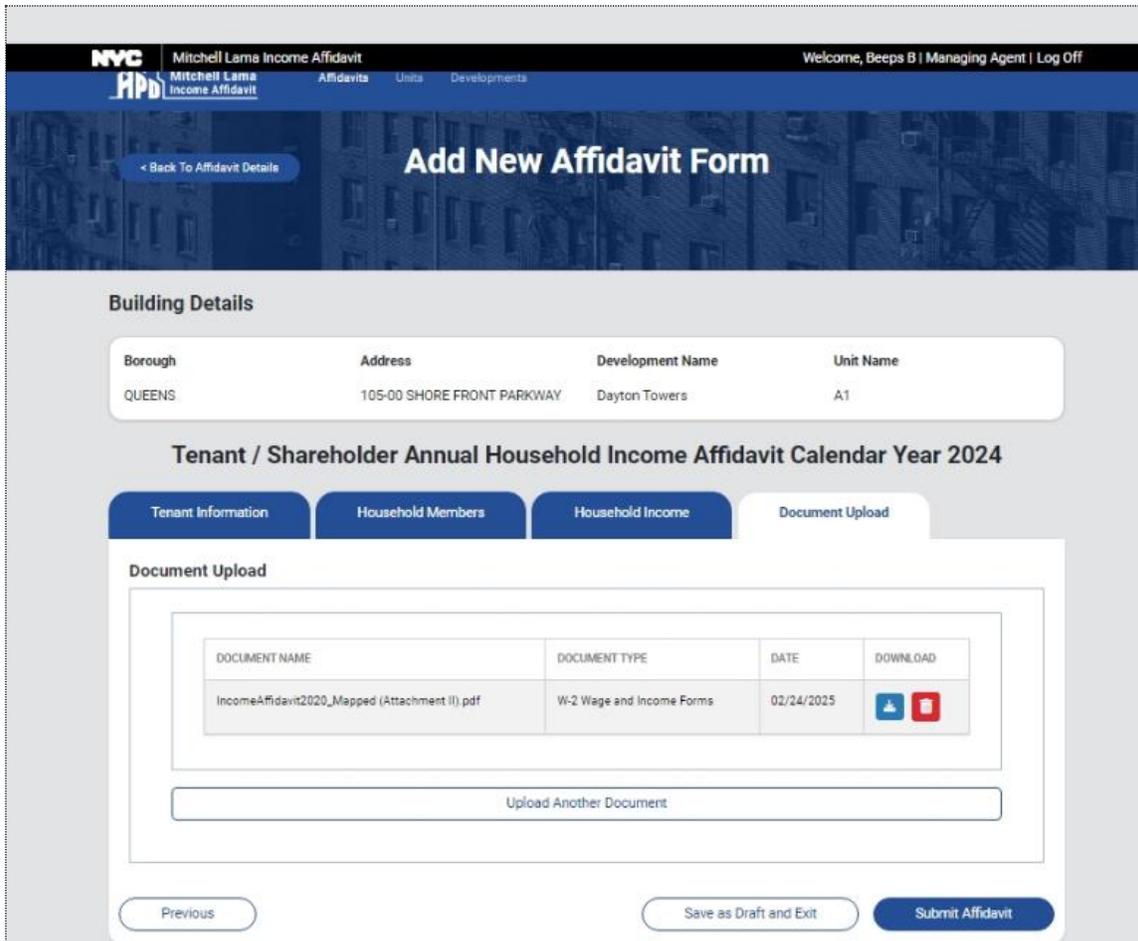
Previous | Save as Draft and Exit | **Save Form and Continue**

The greyed Grand Total amounts will automatically be calculated based on the amounts entered in the four fields above them. Click the **Save Form and Continue** button to proceed to the final tab for Document Upload.

To upload the supporting documents, hover over the **Upload Document** button and click the button to show a dialog for selecting the document(s) you wish to upload and save for this Income Affidavit.



Select the type of document you wish to upload, and use Other if none of the types listed. Then click the grey **Choose File** button to open the dialog box to locate and select the document to be uploaded and when highlighted, click the **Open** button to upload the document to the system. A progress bar will be shown during the upload process and when complete, you may continue to select and upload additional documents if needed.



Each document will be shown in the table, along with the document type and date uploaded. The blue and red buttons at the end of each entry may be used to **Edit** or **Delete** a document if needed.

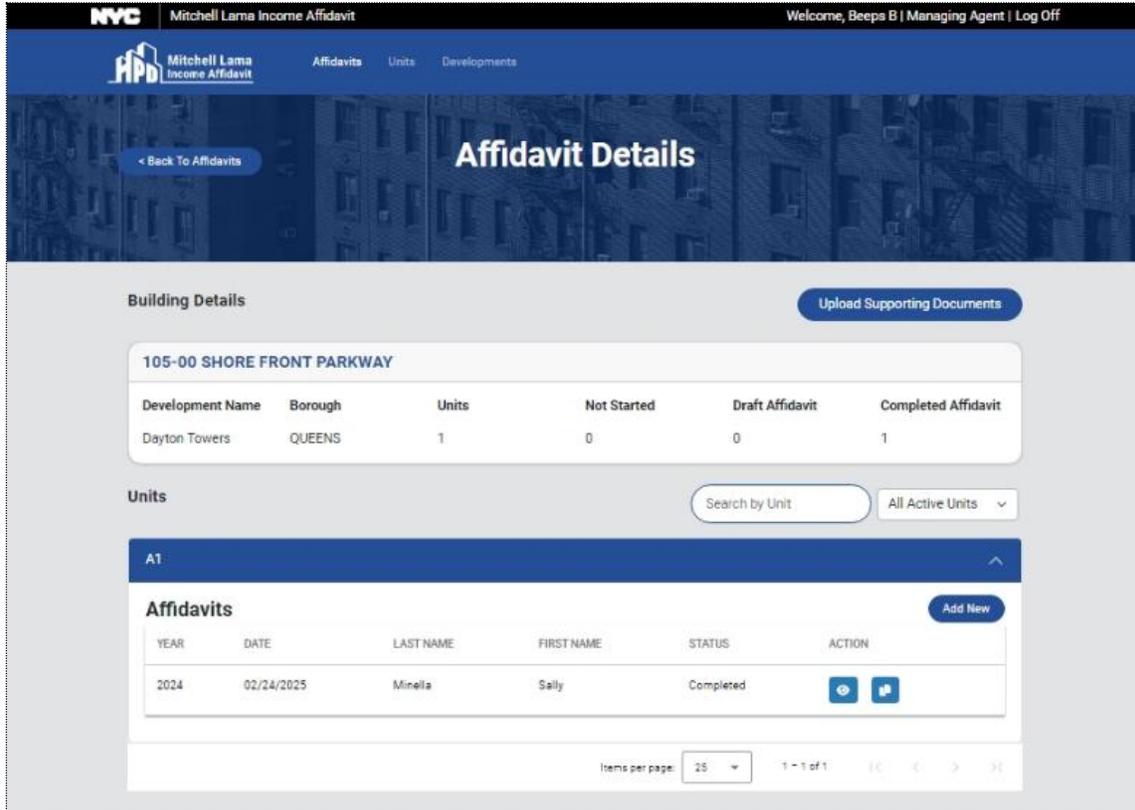
Once all the data has been entered, you may either save the entered information in a draft form by clicking the **Save as Draft and Exit** or click the **Submit Affidavit** button to forward the Income Affidavit for review. A final dialog box asking you to confirm the submission will be displayed. Click **Yes** to complete the submission. Once submitted, an Income affidavit can no longer be edited. A final confirmation message will be displayed:



Once this message is displayed the document review process by HPD Administration and the Department of Finance will proceed.

Click the **X** to close the popup message and continue with entry of additional information or Logout of the app.

Following submission, the Income Affidavit is available to **View** the entirety of the data entered or **Copy** the data to a new record using the buttons to the right of the record:

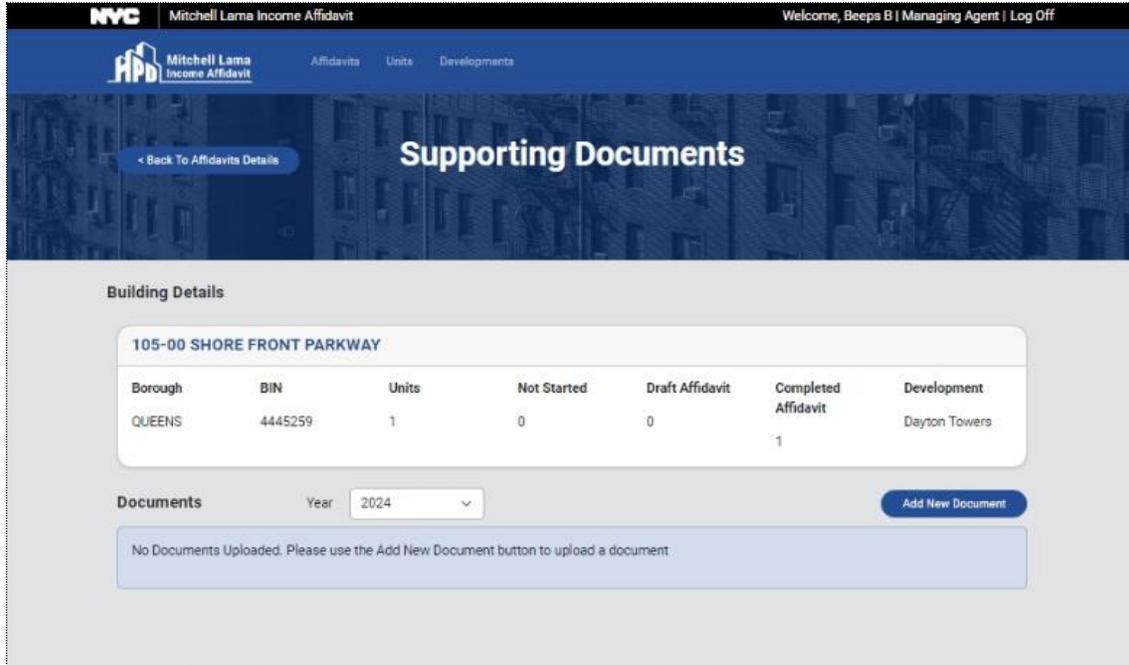


Clicking the View button () will display all information related to the Income Affidavit in a page that can be viewed and optionally downloaded. The Copy button () will create a new Income Affidavit record using the content of the current record.

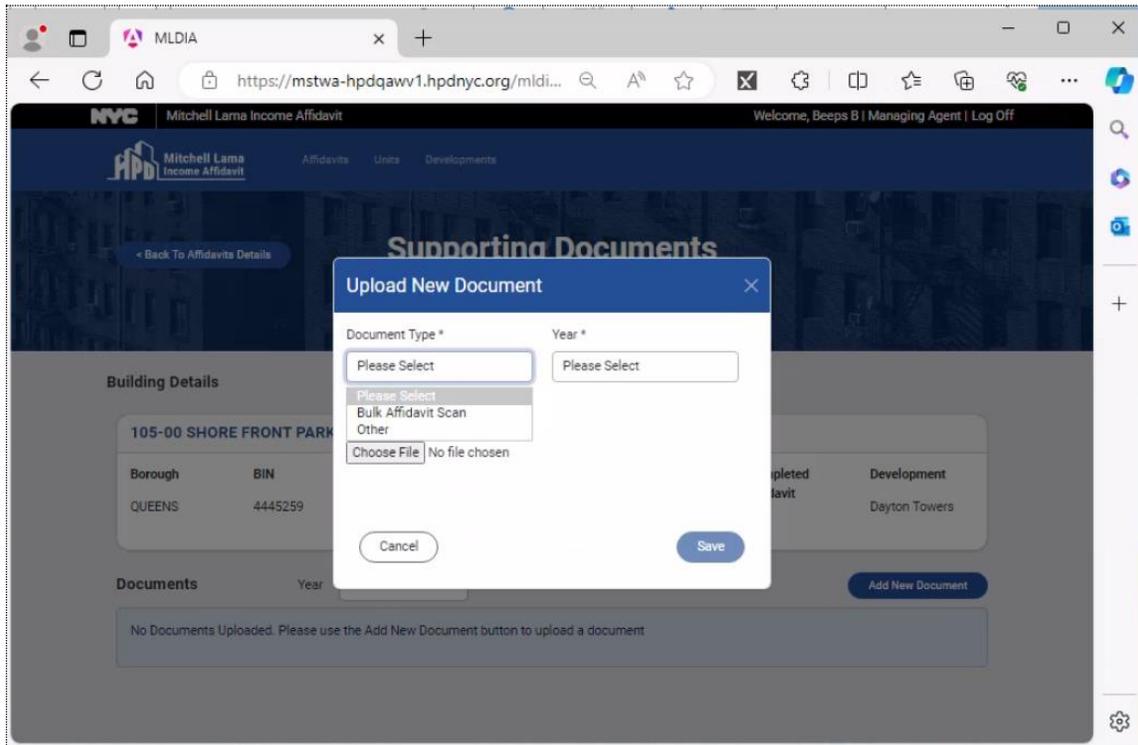
Additional Features Available on this Screen

- For Developments with many Buildings & Units, the list for locating a particular Unit may be long. To simplify finding a unit, you can use the **Search** box on the top right of the Units list to specify the first letter of a Unit name and the list will be positioned to those beginning with that letter. You can then select the Unit desired.
- Also, The drop-box next to the Search field enables you to limit the list of displayed Units by selecting from All Active Units, All Units, as well as those with Affidavits Not Started, In Progress, or Completed. An Active Unit is one that requires an Income Affidavit.
- As mentioned above, the Copy button will create a duplicate record of all previously entered information and enable you to change the information for another Income Affidavit or simply upload an additional supporting document using the same features as used in the original version.

Finally, the **Upload Supporting Documents** button above and to the right of the Building Details table will open an additional screen to upload the **batch** of Income Affidavits to be associated with the selected Building.



Click the **Add New Document** button to begin the selection and upload of one or more supporting documents for this Affidavit.



Select the Document Type from the available list and the Year for the documents, then click the gray **Choose File** button to open the dialog box to locate the desired file. Then click **Save** to

record the information in the application. A progress bar will be shown during the upload, and once successful a confirmation message will be displayed.

Review Process

Once an Affidavit and the supporting documents are submitted, HPD staff will forward the information to the New York State Department of Taxation and Finance (DTF) to conduct the Income Verification Audit.

If You Need Assistance

If you have any questions about the MLDIA application or require assistance when using the app, please contact the HPD staff as follows:

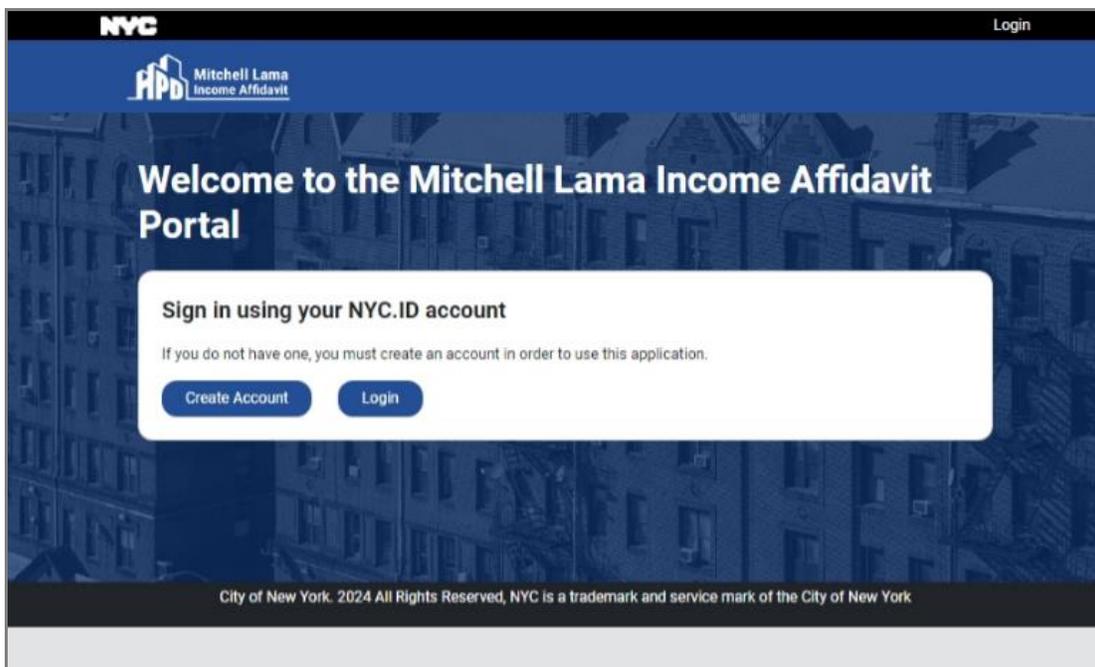
Email: hpdtypechtrack@hpd.nyc.gov

Appendices

Appendix A: Creating an NYC.ID Account

Creating a new NYC.ID account is a simple process that is only required the first time you access the MLDIA app and if you don't already have an account. To create a new NYC.ID account follow these steps:

1. On the initial screen, click the **Create Account** button.



2. The next screen will require you to enter your email or preferred ID as well as your password (twice for verification), your name and choice of a question and answer for further account security. Also, the checkbox must be checked indicating that you agree to the Terms of Service. Once all is completed, click the **Create Account** button near the bottom to proceed, or the Cancel button if you wish to exit the process without completing it.

The following page shows a completed form. Note the password format requirements.

NYC | NYC.ID
Profile

The Official Website of the City of New York

Create Account

All fields are required.

Email or Username

Email Address or Username ?

Confirm Email Address or Username

Password

Password ?

Password Help

1. Passwords must be at least eight characters and must contain at least one letter (a to z or A to Z).
2. Passwords must contain at least one number or special character.
3. Passwords cannot contain spaces or the word password.

Password Good

Confirm Password

Password Good

Name

First Name

Middle Initial

Last Name

Security

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Display Answers
 Show Hide

Security Question

Answer

Terms

Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.

[Report an Issue](#)

العربية	한국어	中文	français
Kreyòl Ayisyen	한국어	Polskie	русский
Español	العربية	English	

Directory of City Agencies

Notify NYC

NYC Mobile Apps

Contact NYC Government

City Store

Maps

City Employees

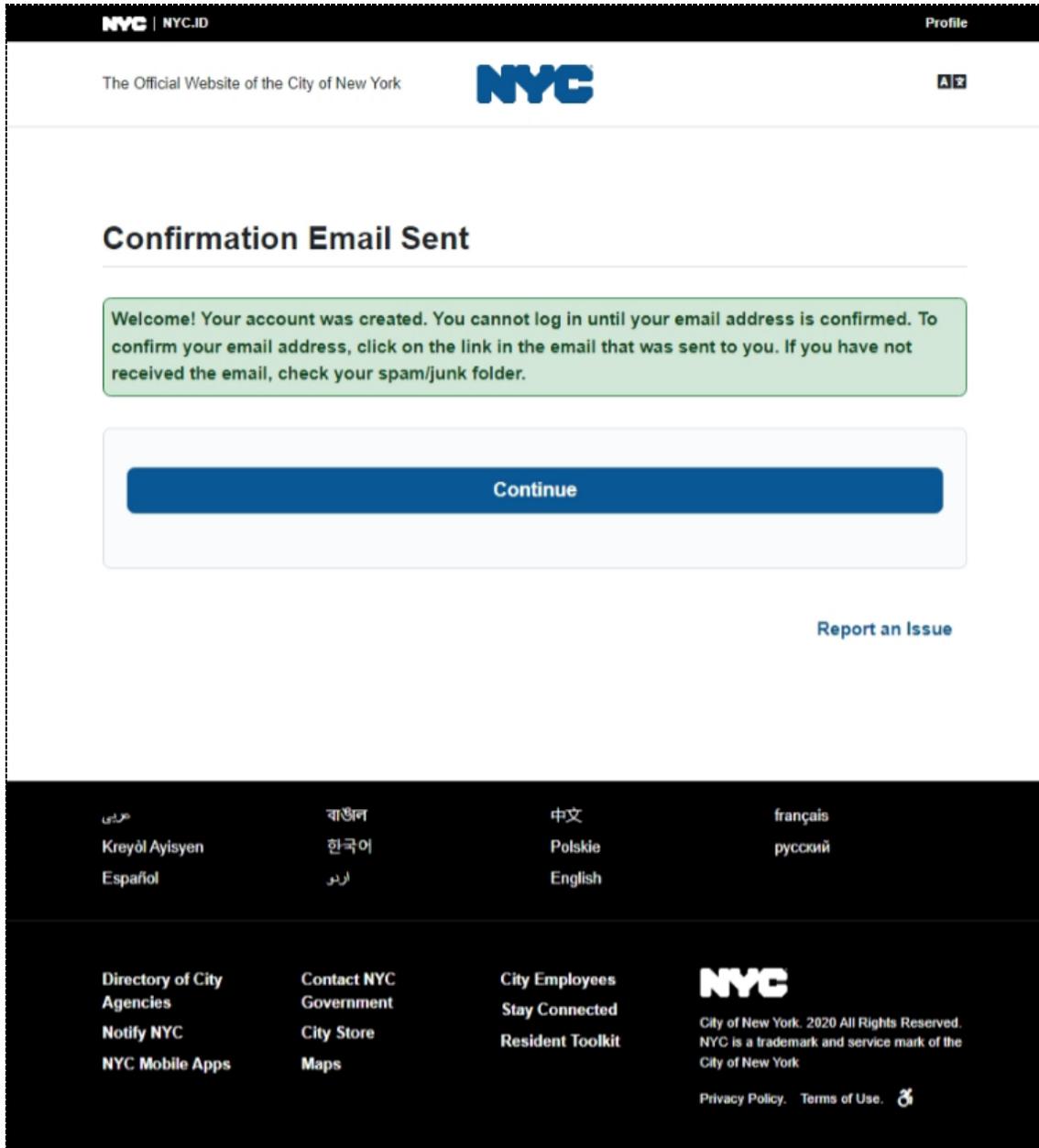
Stay Connected

Resident Toolkit

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 NYC is a trademark and service mark of the City of New York.

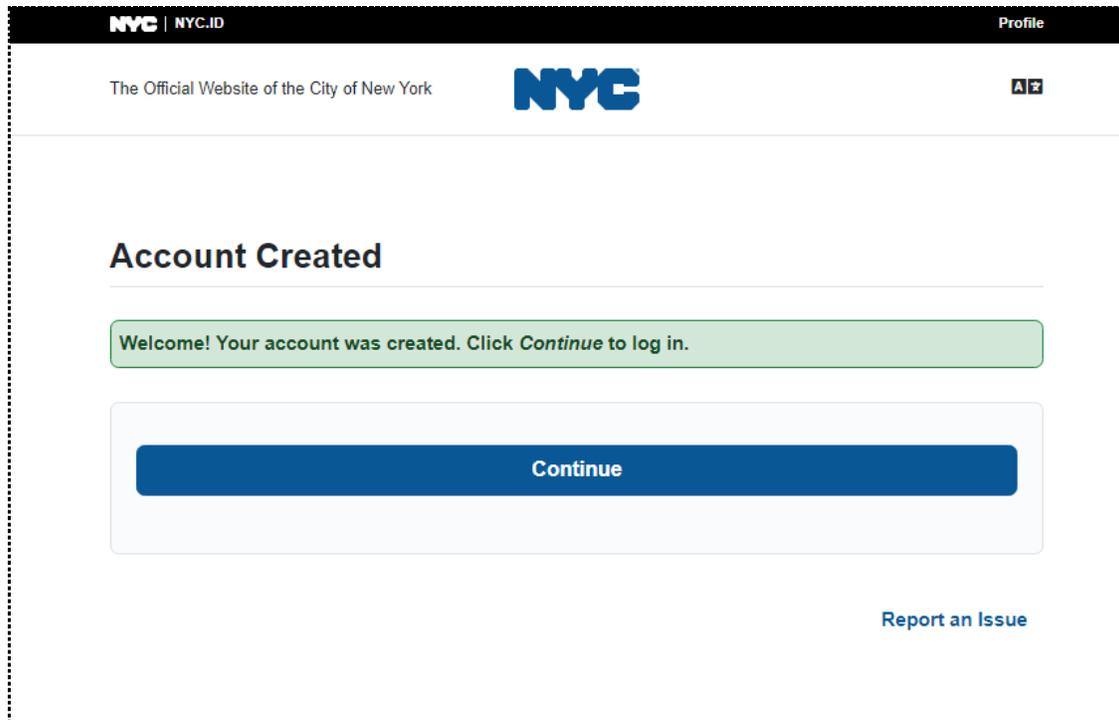
[Privacy Policy](#) [Terms of Use](#)

3. If you used your email as your login name, you'll receive an email with a link to verify your account. You will need to click on the link or copy/paste the full link into your browser window and press enter to complete the email verification process.



Important Note: When you click the **Continue** button as shown above, the system will NOT return you to the MLDIA login screen. You should close this browser tab or window and return to the MLDIA login screen using the original link provided to you for the app.

4. If you specified a user name and not an email address for your login, the following screen will be displayed:



Important Note: Like the previous step when you specified an email as your user name, when you click the **Continue** button as shown above, the system will NOT return you to the MLDIA login screen. You should close this browser tab or window and return to the MLDIA login screen using the original link provided to you for the app.

