

NSP PROGRAMS:
**HOMEOWNER REQUEST FOR APPROVAL OF
PROSPECTIVE TENANT AND LEASE**

Homeowner Name(s): _____

Property Address: _____

Block/Lot: _____

Request must include all of the following:

- Notarized Tenant Affidavit re: Household Makeup and Household Income
- IRS Transcript of Tax Return for the most recent tax year for each income-earning household member
- Two most recent paystubs for each income-earning household member
- Proposed form of lease, which must include the required lease rider attached to your NSP Subsidy Mortgage as Exhibit C.

SEND TO:

NYC Department of Housing Preservation and Development
Homeowner Mortgage Servicing
100 Gold Street, Room 7-U1
New York, NY 10038

NOTE: Incomplete approval requests will result in a delay of processing.