

**PROJECT BASED UNIT  
VACANCY NOTIFICATION FORM**

**Please see Page 2 of this form for detailed instructions for using this form.**

Owner Name:		Building Address <u>and</u> Apartment #	
Former Tenant Name:		Date Former Tenant Vacated:	
Former Tenant Current Address (if Known):			

**Reason for Vacancy:** (Please check one and provide supporting documentation whenever possible)

- Eviction (please provide Marshall's Notice, court petition, and court decision and/or Stipulation of Settlement)
- Tenant abandoned unit
- Tenant deceased (please provide copy of death certificate) Date tenant deceased \_\_\_\_\_
- Tenant transferred internally with project-based assistance
- Tenant moved with tenant-based assistance (specify type of assistance): \_\_\_\_\_
- Tenant moved without tenant-based assistance
- Tenant relinquished the unit (please provide signed relinquishment)
- Tenant has been absent from the assisted unit for more than 90 days (if known, specify reason for absence and date the tenant was last in the unit): \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_

**Unit Information:**

Proposed Rent for Next Tenant (if different than contract rent for former tenant): \_\_\_\_\_  
(please attach current DHCR rent registration if the unit is rent-stabilized)

**Inspection of the Unit**

Is the unit currently ready for HQS inspection, or will it be ready within the next two weeks?    Yes    No

Is the unit currently vacant?     Yes     No (Name & Phone # of current occupant): \_\_\_\_\_

Are there or will there be any children under 6 occupying the unit?     Yes    No

Contact person for scheduling inspection appointments: Name: \_\_\_\_\_

Phone #: \_\_\_\_\_    E-mail: \_\_\_\_\_

**Owner/Management Certification**

I certify that I have provided the above information, which is true and correct to the best of my knowledge.

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

Date: \_\_\_\_\_

**Instructions:**

Use of this Form (Programs): Please use this form to report vacancies that occur in units that are under a Housing Assistance Payment (HAP) contract or Project-Based Rental Assistance contract for any project-based rental subsidy administered by HPD, including:

1. Project-Based Voucher (PBV)
2. PBV Veterans Affairs Supportive Housing (PBV VASH)
3. NYC 15/15 (15/15 Initiative)
4. Moderate Rehabilitation (Mod Rehab)
5. Continuum of Care Mod Rehab Single-Room Occupancy (CoC Mod SRO)
6. CoC Shelter Plus Care (CoC SPC)

Absences: Please also use this form to report when a participant household has been absent from the assisted unit for over 90 consecutive days. Please note that, in certain circumstances outside of participants' control, they may be absent from the assisted unit for up to 180 days unless they are participants in the CoC SPC or CoC Mod SRO programs, in which case HPD must terminate their rental assistance after 90 consecutive days of absence.

Timing and Supporting Documents: Management should report all vacancies immediately. Whenever possible, please submit supporting documents with this form. Doing so will expedite the termination of assistance of the former tenant and issuance of subsidy payments for the next eligible household once a new application is submitted to HPD.

Vacancies: If you check off that a unit is not currently ready for a Housing Quality Standards (HQS) inspection and will not be ready in the next two weeks, HPD will not schedule a vacant inspection of the unit. In this case, an inspection will only be scheduled when management emails [PBV@hpd.nyc.gov](mailto:PBV@hpd.nyc.gov) advising that the unit is ready for inspection. When possible, please send this email by replying all to the email submitting the original vacancy notice. **Note: all project-based units require a reinspection at turnover in order to subsidize a new tenant.**

Current Occupant: If the unit is currently occupied, HPD will schedule an in-place HQS inspection with written notice to the owner and tenant.

- **Note: If a vacant inspection is requested and scheduled, but a new tenant moves in before the inspection is conducted, management must notify HPD by emailing [PBV@hpd.nyc.gov](mailto:PBV@hpd.nyc.gov).** HPD Code Enforcement inspectors who conduct vacant inspections may not inspect occupied units and vice-versa.
- **Note: for PBV units, new tenants may not move in without prior HPD DTR approval**

