

Return Completed Package to:
NYC Dept. of Housing Preservation and Development
Division of Tenant Resources (DTR)
Project-Based Programs Unit
100 Gold Street, Room 4N
New York, NY 10038



Office of Housing Operations
DIVISION OF TENANT RESOURCES

RENTAL SUBSIDY RECERTIFICATION PACKAGE

(Includes the following programs: Housing Choice Voucher, Shelter Plus Care, and SRO MOD Rehab)

Head of
Household Name:

Case Manager's Name

Address:

Dear Rental Subsidy Participant:

**Complete Package Due On or Before
(late packages may result in termination):**

As a participant in the New York City Department of Housing Preservation and Development's (HPD) Rental Subsidy program, federal regulations require that you recertify annually in order to continue to receive assistance. Please:

- **Read and complete the top of each page in this package.**
- Complete the "Rental Subsidy Participant Household Summary."
- Have all household members 18 years or older sign:
 - "Authorization for Release of Information" (Form 1)
 - "Declaration of Employment Status" (Form 2)
- Complete all forms that apply to your household (Forms 3-11)
- Read and complete Checklist
- Read, sign, and date the certification statement below.
- Make a copy of this package for your records
- Obtain a receipt by bringing the package to 100 Gold Street or mailing the package via certified mail.

If you need additional copies of any forms, please make copies as needed or obtain copies from 100 Gold Street, Room 1-0 or at the following web address:
<https://www1.nyc.gov/site/hpd/section-8/about-section-8.page>

Did Someone Other than an HPD Employee Help You Complete This Recertification Package?

Name _____
Relationship to You _____
Phone # _____
Address _____
Email _____

If you need help with this recertification or your Section 8 subsidy for any reason, including if you have a disability and need a reasonable accommodation, please contact HPD by calling 917-286-4300, emailing DTRAI@hpd.nyc.gov, or visiting 100 Gold Street, Room 1-0. For more information about HPD's Section 8 policies please refer to HPD's Section 8 Administrative Plan at <https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/administrative-plan.pdf>

Certification Statement

I have read the enclosed HPD Rental Subsidy annual recertification forms and instructions. I have completed my recertification with the most current information on my household's income, assets and family composition. I understand that providing false statements to a government agency is punishable under federal law and may result in the termination of my participation in the Rental Subsidy program. I further understand that HPD will verify my income information with a third party, such as the Enterprise Income Verification database.

Head of Household Signature (Required)

Date (Required)

