

**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**

(For: Housing Choice Voucher, Project Based Voucher, Shelter Plus Care, and SRO MOD Rehab)

Head of  
Household Name:

**Case Manager's Name**

Address:

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

Dear Rental Subsidy Participant:

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)
  - "Debts Owed to Public Housing Agencies and Terminations" (Form 10)
- ☐ Complete all forms that apply to your household (Forms 2-10)
- ☐ Read and complete the recertification checklist to make sure you have included all required documents
- ☐ Read, sign, and date the certification statement below.
- ☐ Make a copy of this package for your records. If you need additional copies of any forms, please make copies or obtain copies to print out at the following web address: <https://www.nyc.gov/hpd/dtr-forms>.
- ☐ Submit the recertification package to HPD:
  - Online through HPD's secure document upload portal: <https://a806-asap.nyc.gov/HPDPortal/>
  - By encrypted email to [DTRAI@hpd.nyc.gov](mailto:DTRAI@hpd.nyc.gov)
  - By fax to 212.863.5299

If you have a disability and need a reasonable accommodation, you can request an accommodation by going to our website <https://www.nyc.gov/hpd/dtr-forms> and submitting a form or by calling 917-286-4300.

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

Name \_\_\_\_\_  
Relationship to You \_\_\_\_\_  
Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

### **Need help?**

Call HPD at 917-286-4300. For more information about HPD's HCV Section 8 policies please refer to HPD's Administrative Plan at [http://www.nyc.gov/html/hpd/html/tenants/section\\_8.shtml](http://www.nyc.gov/html/hpd/html/tenants/section_8.shtml).

### **Certification Statement -- Head of Household Please Read, Sign, and Date Below**

**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)**

\_\_\_\_\_  
**Today's Date (Required)**

