

## Reporting Decrease in Income Form

If you are receiving rental assistance from HPD and your household has recently experienced a decrease in income, you may notify HPD for an adjustment to your tenant share of rent. Approved adjustments will be made retroactively to:

- The first of the month after you report the loss, if complete documentation is provided within 90 days.
- The first of the month after complete documentation is provided, if complete documentation isn't provided within 90 days of you reporting the loss.

***Please complete this form for each household member who experienced a reduction in income.***

1) Head of Household name: \_\_\_\_\_  
Assisted Address: \_\_\_\_\_  
Primary Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

2) Name of household member who lost income:  
➤ \_\_\_\_\_

3) What is their current income (after this loss)? Check the applicable box and provide additional information as necessary.

- Lost all income. Date of Loss: \_\_\_\_\_
- Lost partial income. My current monthly income is: \_\_\_\_\_ and  
the date of loss is: \_\_\_\_\_

Provide additional information as needed here:

4) Is there any new income in the households such as unemployment benefits? Check the applicable box and provide additional information as necessary.

- No
- Yes, My new monthly income is: \_\_\_\_\_ and  
the date of the first payment was: \_\_\_\_\_

Provide additional information as needed here:

5) Describe the income source(s) or employer name(s) where income was lost. If this includes child support, list the applicable child/children's name(s):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6) List any documentation that you and your employer are providing to HPD to show the loss in income (or increase in income, if applicable). *See attached chart for examples.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7) If you are unable to provide documentation to HPD, please explain below:

You may need to provide HPD with additional information.

Certification:

*I, \_\_\_\_\_, certify that the above information is accurate and understand that providing false statements to a government agency is punishable under federal and/or state and local law and may result in loss of subsidy.*

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

**You may submit this information to HPD by:**

- Email: [DTRIncomeDecrease@hpd.nyc.gov](mailto:DTRIncomeDecrease@hpd.nyc.gov)
  - a. Fill out this form electronically, scan or take a picture of any additional documents (if applicable) and email them to HPD
  - b. Print the form, complete it, and send a scan or picture to HPD
  - c. Or, you can send the required information in the body of an email to HPD and attach pictures of any additional documents
  
- Fax completed form to [212-863-5299](tel:212-863-5299)
  
- If it is safe for you to do so, you may mail your request and supporting documents to:
 

HPD Division of Tenant Resources  
 100 Gold Street, Room 1-M  
 New York, NY 10038

*\*Note: HPD's Office of Client Services is currently closed to the public*

<b>Documentation Requirements</b>	
<b>Type of income loss</b>	<b>Required Documents (Acceptable Proof or Document)</b>
If you lost <b>all</b> Child support	Submit a letter from the person who provides child support indicating they will not be providing child support.
If you lost <b>some</b> Child Support (some)	Submit a letter from the person who provides child support
If you <b>lost your job</b> (e.g., laid off, business closed)	<p>If your employer can provide documentation: submit a letter or text from the employer</p> <p>If employer is unable to provide documentation: complete this form or write an email stating why you cannot provide documentation</p>
If you <b>lost partial income</b> (e.g., hours reduced, self- employed and business has slowed)	<p><u>If work is hourly</u>: Submit two (2) most recent pay stubs.</p> <p><u>If work is seasonal or you are self-employed</u>: bank statements, letter from typical customers, self-certification is satisfactory.</p>