

**REQUEST FOR CONFIRMATION OF OCCUPANCY**

Tenant's Name: \_\_\_\_\_

Tenant's Subsidized or Formerly Subsidized Address: \_\_\_\_\_

**Instructions:** Please use an "X" to check the appropriate boxes below and provide HPD with as much information as possible before signing and dating the bottom of this form.

- The above tenant remains in occupancy at the above address.**
- The above tenant never took possession of the unit.** Reason the tenant did not take possession, if known: \_\_\_\_\_
- The above tenant was temporarily out of the unit beginning on: \_\_\_\_\_ (date), due to a reason listed below, but returned to the unit on: \_\_\_\_\_ (date).**
- The above tenant has been absent from the unit since this date: \_\_\_\_\_, due to the following reason(s):**
  - Hospitalization       Rehab center       Incarcerated
  - Nursing home       Unit renovation       Long vacation
  - No electricity, heat, hot water, or other utilities due to hazardous conditions
  - Unknown       Other: \_\_\_\_\_

❖ **Did the above tenant turn in their keys to the apartment/house listed above?**

- Yes, on this date: \_\_\_\_\_  No

**The above tenant remains in one of our buildings, but was transferred to the following address:** \_\_\_\_\_

Apartment number \_\_\_\_\_, on this date: \_\_\_\_\_

**The above tenant was evicted\* from their formerly assisted unit on this date: \_\_\_\_\_.**  
**The eviction was due to:**

- Holdover       Foreclosure       Non-Payment of Rent

Other: \_\_\_\_\_

\*Please provide HPD with copies of all relevant court documents.

If known, please provide the tenant's current phone number: (      ) \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

*I hereby certify that the information provided is true and correct to the best of my knowledge. I understand that false statements or misrepresentations are a criminal offense under section 1001 of title 18 of the U.S Code.*

**Owner/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner/Agent email address:** \_\_\_\_\_

**Owner/Agent Phone Number:** (      ) \_\_\_\_\_

