

**TOREN CONDOMINIUM:
HOMEOWNER REQUEST FOR APPROVAL OF
PROSPECTIVE TENANT**

Homeowner Name(s): _____

Toren Apartment #: _____

Request must include all of the following:

Required from Current Owner:

- ☐ Primary Residence Affidavit
- ☐ Two Proofs of Primary Residence (as indicated on HPD website)
- ☐ Proposed Lease Form

Required from Prospective Tenant:

- ☐ Notarized Tenant Affidavit re: Household Makeup; Household Income and Primary Residence
- ☐ IRS Transcript of Tax Return for Two Most Recent Tax Years
- ☐ Two most recent paystubs for each income-earning member of the tenant household

SEND TO:

NYC Department of Housing Preservation and Development
Homeowner Mortgage Servicing
100 Gold Street, Room 7-V2
New York, NY 10038
Attention: Lorraine Dowd-Snella

NOTE: Incomplete approval requests will result in a delay of processing.