

Job Center/DHS Site: _____	Date: _____
Case Name: _____	Case Number: _____
JOS Worker/DHS Worker: _____	Applicant/Participant's Telephone Number: _____

### Broker's Statement for Fee Payment by Check

(Original to applicant/participant, copy scanned and indexed into the electronic case record)

The Human Resources Administration (HRA) will issue a Cash Assistance allowance for a broker's fee only if the Cash Assistance applicant/participant is otherwise eligible and the Broker meets **all** of the following criteria:

- The Broker has verified that the actual rental unit has a current, effective Certificate of Occupancy issued by the New York City Department of Buildings.
- No change has been made in the occupancy or use of an existing apartment that is inconsistent with the last issued Certificate of Occupancy.
- No dangerous or hazardous violations are present on the premises.
- The Broker has a current broker's license in good standing.
- The Broker is not the owner, controlling person, or an affiliate of the owner of the actual rental unit.

I (we), \_\_\_\_\_, located at  
Name of broker

\_\_\_\_\_  
Address

\_\_\_\_\_  
Borough State Zip Code

request payment by check for the sum of \$ \_\_\_\_\_ on behalf of the above-named applicant/participant who will be the primary tenant of the premises located at:

\_\_\_\_\_  
Address Apartment Number

\_\_\_\_\_  
Borough State Zip Code

This amount represents the entire broker's fee. The applicant/participant is not responsible for any monies in excess of the amount issued by NYCDSS, which is 50% of the monthly rent.

I (we), as the Broker of the above-named premises, certify that this rental apartment meets all of the criteria listed above and hereby request payment in the amount indicated above for services rendered.

I (we) agree to promptly refund to the HRA the Broker's fee paid hereunder if the applicant/participant fails to move into the above-described premises or equivalent premises acceptable to the applicant/participant.

**Failure to provide true and accurate statements is punishable as a Class A Misdemeanor pursuant to Penal Law § 175.30 (offering a false instrument for filing to a public office or a public servant).**

\_\_\_\_\_  
Broker's Signature Date License Number Telephone Number

\_\_\_\_\_  
If corporation, name of officer and corporate seal