



LIVING IN COMMUNITIES (LINC) I PROGRAM

PROGRAM TENANT STATEMENT OF UNDERSTANDING

Program Tenant Name: _____

Under the LINC Rental Assistance Program (the “LINC Program” or “Program”), the City of New York (“City”) will pay a portion of my total monthly rent directly to my Landlord. The amount the City will pay to my Landlord is called the “LINC Rent Payment.” The amount I am responsible for contributing each month is called the “LINC Rent Contribution.”

As a condition of my participation in the LINC I Program, I make the following commitments:

1. I understand that the amount of the LINC Rent Payment is the difference between the approved total monthly rent on my Lease and my LINC Rent Contribution of _____ a month. The amount of my LINC Rent Contribution will not change during my first year in the Program, regardless of changes in my family composition or income.
2. I understand that I will sign a one-year Lease with my Landlord and the City will pay the LINC Rent Payment directly to my Landlord on a monthly basis for the first year of the LINC Program. I further understand that I am responsible for payment of the LINC Rent Contribution to my Landlord on a monthly basis, for the first year of the LINC Program.
3. I understand that if funding is available and the City finds me eligible for a second and any additional years of the Program, the LINC Rent Payment the City will pay during such years may be different than the amount the City pays during my first year or any other year. If funding for the Program remains available, and if I am renewed, my LINC Rent Contribution for the second and any subsequent years, will be equal to 30% of my monthly household gross income, as determined by the City at the time my renewal is approved, and I will be responsible for payment of that amount to my Landlord on a monthly basis during such years of the Program, in addition to any increases in the rent above the maximum LINC rent then in effect. Once the City determines my LINC Rent Contribution for any given year of the Program, that amount will be fixed for that year of the Program, regardless of changes in my family composition or income.
4. I understand that the LINC Rent Contribution for the first month is paid by the City and I am therefore responsible for 11 payments of _____ during the first year of the Program and 12 payments, in an amount to be determined upon renewal, during the second year and any subsequent years of the Program, if I am renewed.
5. I understand that if the City is paying a Public Assistance shelter allowance on my behalf, the amount I will pay directly to my Landlord will be reduced by the amount of such shelter allowance.
6. I agree to file for all work supports for which I am entitled. These work supports include public benefits and tax credits, such as the Earned Income Tax Credit (EITC), the Child Tax Credit (CTC) and the Child Care Tax Credit (CCTC).

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7. I understand that I will receive keys to my Apartment from my landlord at the lease-signing.
8. I understand that if asked by my Landlord for additional monies above my monthly rent contribution, or for a security deposit or broker's fee, I am under no obligation to pay these additional monies. I further understand that if asked for additional monies, I will report such request to the City by calling 311 or 929-221-0043. I am not obligated to pay my Landlord, the managing agent, super or broker any additional rent or fees beyond the monthly rent obligation or other fees required under the Lease or Rider.
9. I understand that my Landlord is responsible for heat and hot water, even if separate unit-based heating or hot water units are in the Apartment. I understand that if my Lease states that I am responsible for other utilities, I will make payments for these other utilities directly to the utility companies.
10. I understand that I must notify the New York City Human Resources Administration (HRA) of any change in my address.
11. I understand that I must seek all appropriate services as necessary to preserve my tenancy, including, but not limited to, job placement, landlord-tenant mediation, financial counseling and anti-eviction services.
12. I understand that if my Apartment is subject to Rent Stabilization, the rent provided in the Lease must be at or below the lawful stabilized rent. I understand that in the event the rent is greater than the lawful stabilized rent, the Lease shall be amended to reflect the lawful stabilized rent without further action by me or the Landlord and the City shall lower the LINC Rent Payment so that the full rent payable will not exceed the lawful stabilized rent.
13. I understand that if, after I sign the Lease, I fail without good cause to move into the leased Apartment, I may be required to repay any pre-paid LINC Rent Payments by the City to the Landlord for that Apartment or any broker's fee paid by the City.
14. I will cooperate fully with the City in its administration of the LINC Program.
15. I understand that LINC Rent Payments will end if I leave my approved Apartment unless the City has approved in advance, with good cause, my move into another approved LINC Program apartment.
16. I understand that, if funding remains available, HRA will determine if my household is eligible for one year renewals in the LINC Program for a second and third year. I understand that I need to cooperate fully with HRA in the renewal process.
17. I understand that these are the requirements for renewal of LINC I for a second year and third year, subject to the availability of funding:
 - My household must be working at least 35 hours per week in unsubsidized employment.
 - My household must not have total gross income that exceeds 200% of the federal poverty level.
 - I must be engaged in an employment plan.
 - I have otherwise complied with my obligations under the LINC Program.

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18. I understand that if funding is available, two additional one-year extensions (for a fourth and fifth year) may be possible in limited circumstances for good cause, but that the Program will not be renewed beyond a fifth year.
19. I understand that the City is implementing the LINC Program in order to provide assistance to eligible individuals, including rental assistance of specified amounts, but that the Program is subject to and contingent upon funding appropriations. I further understand that the City is not providing a payment guarantee of any kind to any person or entity and is not entering into any contract or lease with, nor making any promise to, me, my Landlord, or any other person or entity in connection with the Program.
20. I understand that the Facility Case Manager or Housing Specialist signing below is signing solely in order to make the confirmation specified above his/her signature. As stated in paragraph 19, the City is not providing a payment guarantee of any kind to any person or entity and is not entering into any contract or lease with, nor making any promise to, me, my Landlord, or any other person or entity in connection with the Program.

Required Signatures

I have read and understand my obligations under this Program Tenant Statement of Understanding.

Date

Adult Household Member Signature

Date

Adult Household Member Signature

I confirm that all present adult household members have verbalized their understanding to the agreements outlined in this document, and that all adult household members have signed and received a copy of this agreement.

Date

Facility Case Manager or Housing Specialist