



## CHANGE IN TENANCY

This form must be completed by the current owner, designated payee or managing agent and should be completed to report to DSS that a tenant for whom DSS issues rental assistance payments, has left the property or has moved to a new unit or room within the property. These changes can also be reported through our website CurRentNYC.

Today's Date: \_\_\_\_\_

I am the:

- Current Property Owner: \_\_\_\_\_  
Name (please print)
- Current Designated Payee or Managing Agent: \_\_\_\_\_  
Name of Company and/or Contact Person (please print)

*If you are a representative of the owner completing this form on their behalf, you must also submit proof of your relationship to the owner or properties (e.g HPD registration)*

Please indicate the date this change went or will go into effect: \_\_\_\_\_

\_\_\_\_\_  
Name of Tenant (please print)

\_\_\_\_\_  
WMS Case Number (if known)

\_\_\_\_\_  
Address, including unit/room that the tenant has vacated

Reason for Leaving:

- Tenant moved out
- Tenant was evicted
- Tenant moved from one unit/room to another but is still living in my property

Please indicate the new unit/room, and address (if applicable):

\_\_\_\_\_

(Turn Page)

### CHANGE IN TENANCY (*continued*)

Are you interested in renting the vacated property to another DSS tenant?  Yes  No

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Signature

**Please return the completed form:**



**By Mail:** Office of Central Processing  
PO Box 02-9121  
Brooklyn GPO  
Brooklyn, NY 11202-9914



**By E-Mail:** [HPALandlordMGMT@hra.nyc.gov](mailto:HPALandlordMGMT@hra.nyc.gov)