

CityFHEPS to Stay Housing Checklist

HOMEBASE DOCUMENTS

- **DSS 7q** (Apt/SRO) or **DSS-7o** (Rooms) Application for CityFHEPS
- **DSS-8e** Verification of Eligibility
- Arrears commitment from Homebase or another party if amount exceeds \$10,000 (except for APS cases)
- Agreement for repayment or recoupment of arrears (**W-147KK** or **W-147H**)
- **HRA-146p** Domestic Violence Action Form – Provider Information (if applicable)

TENANT DOCUMENTS

- **W-137a** Request for Emergency Assistance *
- Paystubs or other proof of income or available resources
- **DSS-7p** Program Participant Agreement
- **DSS-8b** Tenant Contact Information

TENANT CASH ASSISTANCE STATUS

- Unsanctioned Cash Assistance (CA) case if eligible with all household members on CA other than those not required to be on case, or if no CA eligibility, single issuance.

COURT, ARREARS, AND LANDLORD DOCUMENTS

- Lease, rental agreement, or court stipulation
- **DSS-8f/DSS-8g** (Apt/Room or SRO) Landlord Information Form
- **W-147N** Security Voucher (if applicable)
- Arrears documentation (landlord breakdown plus stipulation, decision or order – including court approval or order for legal and marshal fees, if applicable)
- Landlord W9 (must match the deed)
- Proof of ownership such as the deed

WHEN MAKING A HOMEBASE REFERRAL:

- Try to refer at a month or more before payment is due
- Advocates should make sure any repair issues are addressed in court
- Double-check the CA case and the CityFHEPS rent amount as the number of people in the home does not always reflect the number counted by CA
- Share your documented attempts to negotiate the arrears amount
- Inclusion of heat and hot water costs in the rent preferred but not required for apartments **

STIPULATION VS BREAKDOWN:

The stipulation takes precedence over the breakdown, but breakdown is requested to extent available to show basic consistency with stipulation

* Find this form online by searching for “HRA W-137a” in your web browser or visit www.nyc.gov/dsshousing

** Utilities must be included in the rent for an SRO or room

(Turn page)

LEASE OR RENTAL AGREEMENT REQUIREMENTS FOR ARREARS APPROVALS

CityFHEPS applications need to contain a lease, but if there are special circumstances where the lease may not be secured or needed (e.g., rent-controlled apartments, succession cases, SRO “permanent tenant,” HPD “TIL” cases, etc.), can be reviewed by the Human Resources Administration.

SCENARIO TYPE	EXAMPLES OF REQUIRED DOCUMENTATION
Rent stabilized (or other rent regulated unit), legal or preferential rent at or below CityFHEPS max	Current lease in the name of the applicant (or immediate family member), a stipulation of settlement with lease provisions; proof of rent regulation status that would permit applicant to stay in unit at or below the CityFHEPS max rent for the requisite period; or other documentation on a case-by-case basis
Unregulated	New lease for two years ***

******* The two-year lease is a highly desirable goal and efforts are expected to be made to attain this outcome if at all feasible. If this cannot be attained, an explanation should accompany the CityFHEPS application.