



CHANGE OF PAYMENT ADDRESS

This form must be completed by the current owner, designated payee or managing agent and should be completed to report a change in the address at which the payee wants to receive payment. 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: _____

Contact Information for the Person Completing This Form:

Name (please print): _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

SECTION A: PROPERTY INFORMATION. Please list all properties to which the change applies.

☐ This change applies to all of the properties for which I am currently receiving payment.

Property Addresses. If there are additional properties, please attach a full list.

1. _____
2. _____
3. _____

CHANGE OF PAYMENT ADDRESS (continued)**SECTION B: PAYEE AND PAYMENT METHODS.**

I prefer to be paid:

- ☐ **Electronically – Register for electronic payments online through NYC DSS' website:
CurrentNYC for Landlords**

Please note that the bank account must belong to the designated payee and a voided check or other bank document that includes the account holder's name, account number and routing number must be provided, and may be required for verification purposes.

- ☐ **By Paper Check –**

Payment Name

Payee Address

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