

Emergency Housing Voucher (EHV) Program: NYCHA: Completing a Paper Rental Packet



Rental Packet Submission

- ✓ EHV voucher holder should work with their housing navigator to locate a suitable unit on the private rental market.
- ✓ EHV voucher holder and the landlord **must complete the rental packet.**
- ✓ Review the **Rental Checklist** to confirm you have all the required forms and documents **before** you submit the rental packet to NYCHA.
- ✓ If the EHV voucher holder has a paper rental packet, the completed packet should be emailed to: **s8.rtu@nycha.nyc.gov**
 - ✓ Please make sure pages are scanned in order (1, 2, 3, 4) and all documents are complete.

Required Documents for Rental Packets

NYCHA Forms:

- **Request for tenancy approval**
– must be signed by both the tenant and the owner
- **Section 8 property owner registration form**
- **Request for Taxpayer ID – W-9 Tax form**
- **Disclosure of Information on Lead-Based Paint form** – must be sign by both the tenant and the owner

Required Supporting Documents:

- Copy of the previous lease (rent stabilized units)
- New buildings to NYCHA:
 - Copy of the Deed
 - Certificate of Occupancy – required for all buildings built or altered in 1938 or later.
- For Coops – proprietary leases and shareholder certificates
- For Condos/Coops – letter authorizing rental on official letter head by officer or board member

Rental Checklist (1/2)

Documents Required from Section 8 Property Owners/Managing Agents

- **Request for Tenancy Approval Form**. This form must be completed and signed by you and the owner.
- **Section 8 Property Owner Registration Form**. This form must be completed and signed by the owner or owner's authorized agent. If there is more than one owner on the deed, the individual designated as the payee must be indicated on this form. If the owner is new to the Section 8 program, a full mailing address must be provided (P.O. Boxes will not be accepted).
- **Request for Taxpayer ID Number and Certification - W-9 Tax Form**. This form must be completed and signed by the owner or authorized payee. The tax ID or social security number and the mailing address of the owner or authorized payee, must match the number and address on the owner registration form.
- **A Copy of the Previous Lease Agreement or the Homes & Community Renewal (HCR) Rent Registration Form (Only Required for Rent Stabilized Units)**. A copy of the previous lease agreement is required for all rent stabilized units. If the unit was never rented, a copy of the HCR *Initial Apartment Registration* form must be provided.
- **Disclosure of Information on Lead-Based Paint Form**. This form must be completed and signed by you and the owner.
- **NEW BUILDINGS - A Copy of the Recorded Deed for Property Owners Who Are NOT Already on the Program**. If the deed is not recorded, a copy of the unrecorded deed and a letter from the closing attorney must be provided to confirm ownership of the property.
- **NEW BUILDINGS - Certificate of Occupancy (CO)**. A Certificate of Occupancy (CO) states a building's legal use and/or type of permitted occupancy. New buildings must have a CO and existing buildings must have a current or amended CO. If NYCHA is unable to obtain a CO from the Department of Buildings' website, the owner must provide the CO or a "Letter of No Objection" for buildings built or altered in 1938 or later.

Rental Checklist (2/2)

Additional Documents Required for Certain Unit Types

- **Condominiums/Cooperatives**. If the residence is in a condominium or a cooperative building, the submission must be written on official letterhead and signed by an Officer (Board Member) authorizing the rental of the unit.
- **Condominiums**. If the residence is part of a condominium, owners of the condominium are required to submit unit deeds.
- **Cooperatives**. If the residence is part of a cooperative, owners of the cooperative are required to submit proprietary leases and shareholders certificates.
- **Low Income Housing Tax Credit (LIHTC)**. To establish rent reasonableness for buildings that are in receipt of low-income housing tax credits, owners must submit a complete rent roll for the entire building, which includes bedroom size(s), at the time of the initial lease-up, lease renewal or contract rent change.
- **Property Owned by a Trust**. If a property is owned by a trust, documents submitted must be signed by a trustee. If the property is part of an estate, letters of testamentary (legal documents) must be included in the submission.
- **Receiverships**. For buildings under receivership, including 7A administrators, a document from the court appointing the receiver or 7A administrator must be provided.
- **Partnerships**. If there is a partnership agreement, the NYCHA *Section 8 Property Owner Registration Form* is required as proof to authorize a payee and it must be signed by each member of the partnership.

Completing the Request for Tenancy Approval Form (2/4)

Voucher #

If this page is not completed, NYCHA cannot process the rental packet.

11. Utilities and Appliances

The owner must indicate who is responsible for each utility type by **placing an “O” for owner or “T” for tenant.**

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input checked="" type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	<input type="text" value="T"/>
Cooking	<input checked="" type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	<input type="text" value="T"/>
Water Heating	<input checked="" type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	<input type="text" value="T"/>
Other Electric		<input type="text" value="T"/>
Water		<input type="text" value="O"/>
Sewer		<input type="text" value="O"/>
Trash Collection		<input type="text" value="O"/>
Air Conditioning		<input type="text" value="T"/>
Other (specify)		<input type="text" value="T"/>
		Provided by
Refrigerator		<input type="text" value="O"/>
Range/Microwave		<input type="text" value="O"/>



NYCHA 059.128 (Rev. 10/10/19 v7) VS_20140102 REQUEST FOR TENANCY APPROVAL

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from HUD-52517 (07/2019)
ref. Handbook 7420.8
Previous editions are obsolete

Completing the Request for Tenancy Approval Form (3/4)

Voucher #

12. Owner's Certifications -

(a) if the **building has four of more units**, then the owner must complete this section. The owner must provide information for **comparable unassisted units** within the building that were recently leased.

(b) The owner must certify they are not related to the voucher holder.

(c) The owner must check one box in response to the questions relating to lead-based paint.

13. through 15. – the owner should read and understand these sections.

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

1. Address

Unit Number

Date Rented

(mm/dd/yyyy)

Rental Amount

\$.

2. Address

Unit Number

Date Rented

(mm/dd/yyyy)

Rental Amount

\$.

3. Address

Unit Number

Date Rented

(mm/dd/yyyy)

Rental Amount

\$.

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.



NYCHA 059.126 (Rev. 10/10/19 v7) VS_20140102 REQUEST FOR TENANCY APPROVAL

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from HUD-52517 (07/2019)
ref. Handbook 7420.8
Previous editions are obsolete

Completing the Section 8 Property Owner Registration Form (2/5)

- If a partnership, corporation, or LLC, please provide the name and titles of partner, officers and members.
- If it is an LLC, a member must sign this form. If there is no member available, then a management agreement can be provided designating an agent/manager.
- If there is designated payee, then the owner or owners must sign authorizing the designated payee.
- Must answer question: Is owner related to Section 8 tenant?

Vendor #: Voucher #:

TELEPHONE # E-MAIL ADDRESS

SOCIAL SECURITY # -OR- TAX ID #

IF PARTNERSHIP OR CORPORATION OR LLC, PLEASE PROVIDE NAMES & TITLES OF PARTNERS AND/OR OFFICERS AND MEMBERS

1. LAST NAME FIRST MI

TITLE

2. LAST NAME FIRST MI

TITLE

CO-OP/CONDO OWNER

EXACT LEGAL NAME OF OWNER

TELEPHONE # E-MAIL ADDRESS

SOCIAL SECURITY # -OR- TAX ID #

MAILING ADDRESS OF OWNER (No. & Street) Apt. #

City State Zip Code -

IS OWNER RELATED TO SECTION 8 TENANT? YES NO IF YES, SPECIFY RELATIONSHIP (And Submit Current Schedule "E" Tax Form)

MANAGING AGENT


CHECK HERE IF MANAGING AGENT IS THE SAME AS THE OWNER (SKIP THIS SECTION)

AGENT'S NAME

MAILING ADDRESS OF AGENT (No. & Street) Apt. #

City State Zip Code -

TELEPHONE # E-MAIL ADDRESS

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NYCHA 059-122 (Rev. 10/15/18v10) VS_20170817

Completing the Section 8 Property Owner Registration Form (3/5)

- Complete this section to identify the payee – the entity receiving the monthly subsidy payment.
- The payee must also complete a W-9 form
- Bottom half of this page is additional space to provide the name and titles of additional authorized payees

Vendor #: Voucher #:

SUBSIDY PAYMENTS

THE OWNER(S) HEREBY AUTHORIZE(S) AND REQUEST(S) THE NEW YORK CITY HOUSING AUTHORITY TO PAY ALL SUBSIDY PAYMENTS TO THE FOLLOWING:

NAME OF ENTITY OR PERSON TO WHOM HOUSING AUTHORITY PAYMENTS ARE TO BE MADE:

IF NEITHER AGENT NOR OWNER, PLEASE DO NOT CHECK A BOX.

AGENT OWNER

MAILING ADDRESS Apt. #

City State Zip Code -

TELEPHONE # E-MAIL ADDRESS

THE ABOVE PARTY MUST COMPLETE, SIGN AND RETURN ATTACHED W-9 FORM.

<input type="text"/>	<input type="text"/>
<small>NAME (Print)</small>	<small>TITLE</small>
<input type="text"/>	<input type="text"/>
<small>SIGNATURE</small>	<small>DATE</small>
<input type="text"/>	<input type="text"/>
<small>NAME (Print)</small>	<small>TITLE</small>
<input type="text"/>	<input type="text"/>
<small>SIGNATURE</small>	<small>DATE</small>
<input type="text"/>	<input type="text"/>
<small>NAME (Print)</small>	<small>TITLE</small>
<input type="text"/>	<input type="text"/>
<small>SIGNATURE</small>	<small>DATE</small>
<input type="text"/>	<input type="text"/>
<small>NAME (Print)</small>	<small>TITLE</small>
<input type="text"/>	<input type="text"/>
<small>SIGNATURE</small>	<small>DATE</small>



Completing the Section 8 Property Owner Registration Form (4/5)

- Additional space to provide the name and titles of authorized payees

Vendor #: _____ Voucher #: _____

NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE
NAME (Print)	TITLE	
	SIGNATURE	DATE



NYCHA 059.122 (Rev. 10/15/18v10) VS_20170817



Completing the Section 8 Property Owner Registration Form (5/5)

- NYCHA pays all subsidy payments by electronic funds transfers
- The **direct deposit information must be completed**

Vendor #: _____ Voucher #: _____

PAYMENT METHOD (For New Enrollments Only)

The New York City Housing Authority ("NYCHA") makes all Housing Assistance Payments electronically. To enroll in direct deposit, please complete the authorization below. If you already have a vendor number, you can sign up for Direct Deposit online, via the Owner Extranet.

New Owners are required to complete this form. Failure to complete this form will result in a delay of your Housing Assistance Payment from NYCHA. You may fax only this page directly to (866) 794-0744 as soon as possible to prevent any gaps in your payment.

Authorization for Direct Deposit

I would like Housing Assistance Payments made to my checking account via Direct Deposit; and have completed the authorization below.
By checking this box, signing my initials, I hereby authorize the New York City Housing Authority to deposit Housing Assistance Payments directly into my checking or savings account. I hereby affirm to the accuracy of all the information stated on this form.

ACCOUNT HOLDER 1

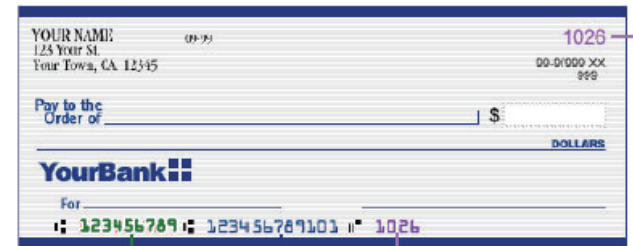
ACCOUNT HOLDER 2 (OPTIONAL)

BANK NAME

ABA/ROUTING NUMBER

ACCOUNT NUMBER

BANK ACCOUNT TYPE SAVINGS CHECKING INITIALS _____



NAME (Print) _____ TITLE _____
 AGENT
 OWNER

SIGNATURE _____ DATE _____



Completing the Request for Taxpayer Identification – W-9

- This form should be completed by the payee – the entity that will be receiving the Section 8 subsidy payments
- If the owner's name is **not same** as the authorized payee, the **owner MUST also complete** this document
- Owner's address **cannot be a P.O. Box.**
- Name on W-9 **must always be first name, last name.** Not in the reverse order.

Reset

Form **W-9** Request for Taxpayer Identification Number and Certification

(Rev. October 2018) Department of the Treasury Internal Revenue Service

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following (unless noted):

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____

Other (See instructions) _____

Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

Address (number, street, and apt. or suite no.) See instructions.

City _____ State _____ Zip _____

Requester's Name and address (optional)

New York City Housing Authority

List Account Number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number _____ or Employer identification number _____

Part II Certification Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign _____ Signature of U.S. person _____ Date _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Completing the Disclosure of Information on Lead-Based Paint (1/2)

This form must be completed by both the owner (or agent) and the EHV voucher holder.

Owner needs to complete sections:

- ✓ C
- ✓ D
- ✓ F

EHV voucher holder needs to complete section:

- ✓ E

Reset

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

HUD REQUIRED DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

A. Voucher #

B. Lead warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

C. Lessor's Disclosure

Presence of lead-based paint and/or lead-based paint hazards (check (1) or (2) below):

1. Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

2. Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

D. Records and reports available to the lessor (check (1) or (2) below):

1. Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead based paint hazards in the housing (list documents below).

2. Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

E. Lessee's Acknowledgement (initial)

1. Lessee has received copies of all information listed above.
2. Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

F. Agent's Acknowledgment (initial)

1. Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.



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NYCHA 059.018 (Rev. 8/1/17v3) VS_20120111 HUD REQUIRED DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS



Completing the Disclosure of Information on Lead-Based Paint (2/2)

- ✓ The owner (or agent) and the EHV voucher holder must sign and date this page

G. Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they provided is true and accurate.

1. Lessor Name

2. Sign

4. Lessor Name

5. Sign

7. Lessee Name

a) Last

b) First

8. Sign

10. Lessee Name

a) Last

b) First

11. Sign

13. Agent Name

14. Sign

16. Agent Name

17. Sign

3. Date

(mm/dd/yyyy)

6. Date

(mm/dd/yyyy)

9. Date

(mm/dd/yyyy)

12. Date

(mm/dd/yyyy)

15. Date

(mm/dd/yyyy)

18. Date

(mm/dd/yyyy)



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NYCHA 059.018 (Rev. 8/1/17v3) VS_20120111 HUD REQUIRED DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Key Reminders for a Successful Rental

- ✓ **Respond to all requests** for corrections or additional information in a timely manner
- ✓ Provide **contact information** so NYCHA can schedule the Housing Quality Standards inspection
- ✓ Pre-inspect your unit and **make any necessary repairs before** the NYCHA inspector arrives
- ✓ Once NYCHA emails the HAP contract, sign and **return the HAP contract to NYCHA within 10 days**
 - ✓ Must also return a fully-executed lease
 - ✓ The **lease start and end dates must match the HAP contract** (exceptions are made for current tenants leasing up in-place)
 - ✓ The **utility obligation in the lease must match the utility obligation in the HAP contract**