

NYCHA Owner Extranet Online Rental Packet Submission: Step by Step Instructions



OVERVIEW

- Owners can now do the following:
- Submit rental packets online through the Owner Extranet using the voucher holders Section 8 PIN Letter.
- Owners can access the Lease Up request online through a PIN.
- Owners can complete required documents online and upload supporting documents.
- View the HAP Contract online and submit it along with the Lease Agreement.
- Check the status of your submitted request under the “Lease Up” service request.

Owner Extranet – Login

- Click on the below link
<https://eapps.nycha.info/Owner/>
- Enter the username and password, which was provided by NYCHA

- Click “SECTION 8 OWNER LOGIN”

- New Owners who does not have Owner Extranet Account click “Create a New Account”

NYCHA
Owner Extranet

Notice:
In June 2019, the Housing Stability and Tenant Protection Act of 2019 (HTA of 2019) became law. Lease renewals and contract rent changes processed after the passing of HTA of 2019, are subject to the law. Please make sure all lease renewals and contract rent changes submitted to NYCHA comply with the HTA of 2019. If you have any questions regarding the HTA of 2019, please contact the **Office of Rent Administration** at New York State Homes and Community Renewal.

User name:

Password: [Forgot your password?](#)

SECTION 8 OWNER LOGIN

[Create a New Account](#)

Owner Extranet – Home page – Existing Owners

- Owner Home Page. Click “Service Requests” tab

About Section 8 **Applicants** **Tenants** **Owners**

NYCHA Owner Extranet

Log Out

Select Vendor

Vendor Home Update My Info Help Tenants Service Requests Inspections
Payments 1099 Statements Vacancies Updates Eviction Cert Direct Deposit

Vendor Name	Vendor Number	Contact Name
Email	Address	

Owner Extranet – Home page – Existing Owners

Click “Service Requests”

Click the dropdown arrow next to “New Service Request”

Select “LEASE UP”

SR #	Status Date	Type	Status	Voucher Holder

Showing 1 to 1 of 1 entries

Previous 1 Next

Owner Extranet – Initiating Lease up – Existing Owner

- Existing owners will land on this screen. Enter the PIN number provided by the tenant.

NYCHA Owner Extranet Log Out

Vendor Home	Update My Info	Help	Tenants	Service Requests	Inspections
Payments	1099 Statements	Vacancies	Updates	Eviction Cert	Direct Deposit

If you would like to submit a new Lease Up request online, please enter the PIN provided to you by your prospective Tenant.

PIN #:

PROCEED

If you have already submitted Lease Up documents for a prospective Tenant, you can view the status of your request or check if your HAP contract is ready to sign online. Please enter the Section 8 PIN number with the Owner SSN or TAX ID you have submitted online.

PIN #:

Vendor Tax ID or SSN #:

PROCEED

Owner Extranet – Initiating Lease up - New Owner

- New Owners: After they click “Create a New Account” as indicated on slide 3, they will land on this screen.
- Enter the PIN number provided by the tenant

Note: Please DO NOT lose the PIN#. You need the PIN number every time you need to check the status of Lease Up.

Existing Owners

In order to create an account in the Owner Extranet, please enter your vendor number and the Tax ID or Social Security Number associated with your account.

Vendor Number:*

Vendor Tax ID or SSN #:*

PROCEED

New Owners

If you would like to submit a new Lease Up request online, please enter the PIN provided to you by your prospective Tenant.

PIN #:*

PROCEED

If you have already submitted Lease Up documents for a prospective Tenant, you can view the status of your request or check if your HAP contract is ready to sign online. Please enter the Section 8 PIN number with the Owner SSN or TAX ID you have submitted online.

PIN #:*

Vendor Tax ID or SSN #:*

PROCEED

If you have any questions, please contact our Customer Contact Center at 718-707-7771.

Step 1 – Owner Registration form

- All links highlighted in red contains Information materials for Lease Up
- The Step 1 Process is to complete the Owner Extranet form
- Tenants information is populated in the box
- Select the Vendor from the dropdown to process the rental
- Complete the entire form.

The screenshot shows the 'SECTION 8 PROPERTY OWNER REGISTRATION FORM' with several red annotations. At the top, a red box highlights the 'Information for Section 8 Property Owners/Managing Agents' section, which includes links for 'Housing Choice Voucher Program Rental Checklist/Banned Owners List', 'New Payment Standards, New Rentals, Transfers & Annual Recertifications', 'Self-Inspection Guide', 'A Good Place To Live!', and 'Section 8 Housing Choice Voucher Program Property Owner Guide'. Below this, a progress bar shows 'Step 1 Owner Registration' as the active step, with other steps being 'Step 2 Tax ID & W9', 'Step 3 Tenancy Approval', 'Step 4 Lead-Based Paint', and 'Step 5 Supporting Documents'. The form fields include: 'Applicant Or Tenant Name(s)', 'Last Name*', 'First Name*', 'Middle Initial:', 'Voucher #:', 'Vendor*' (a dropdown menu), 'Do you now have or have you had in the past any tenants receiving section 8 subsidy in this building?' (radio buttons for No/Yes), 'House #*', 'Street Address (Unit to be Rented)*', 'Apt. #*', 'Borough:' (radio buttons for Bronx, Brooklyn, Manhattan, Queens, Staten Island), 'Is Building:' (radio buttons for Rent Controlled, Rent Stabilized, Condominium, Coop, 1-5 Family House, Other), 'Zip Code:', 'Total # of Rooms*', 'Date of Previous Vacancy (mm/dd/yyyy):', and 'Lease Term:' (radio buttons for 1 Year, 2 Years).

Step 1 – Owner Registration form (Cont'd)

Complete the below Section

Are there any service or overcharge cases currently pending with HCR? * <input type="radio"/> No <input type="radio"/> Yes		Do you receive a low income housing tax credit for this apartment? * <input type="radio"/> No <input type="radio"/> Yes	
COPY OF PREVIOUS LEASE AND/OR RENT REGISTRATION MUST BE SUBMITTED			
No. of apts. in building: * <input type="text"/>	No. of stories: * <input type="text"/>	Floor on which rental apartment is located: * <input type="text"/>	No. of buildings in complex: * <input type="text"/>
Name of development: <input type="text"/>		Block #: * <input type="text"/>	Lot #: * <input type="text"/>
BUILDING OWNER			
Exact legal name of owner: <input type="text"/>	The business is a: <input type="radio"/> Corporation <input type="radio"/> Limited Partnership <input type="radio"/> Cooperative <input type="radio"/> Estate <input type="radio"/> LLC <input type="radio"/> Individual <input type="radio"/> Condominium <input type="radio"/> LLP <input type="radio"/> Trust <input type="radio"/> Not For Profit <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership		
Mailing address of owner (No. & Street): <input type="text"/>		Apt. #: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>	
Telephone #: <input type="text"/>	E-mail Address: <input type="text"/>		Social Security #:OR <input type="text"/>
Extension: <input type="text"/>			Tax ID #: <input type="text"/>

Step 1– Owner Registration form (Cont'd)

Complete the below Section

If partnership or corporation or LLC, please provide names & titles of partners and/or officers and members

Last Name:	First Name:	Middle Initial:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:		
<input type="text"/>		
Last Name:	First Name:	Middle Initial:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:		
<input type="text"/>		

This section has to completed by CO-OP/CONDO Owner

CO-OP/CONDO OWNER

Exact legal name of owner:	Mailing address of owner (No. & Street):	Apt. #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone #:	E-mail Address:	Social Security #:OR*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Extension:		Tax ID #:
<input type="text"/>		<input type="text"/>

Is owner related to section 8 tenant?*

No Yes

If yes, specify relationship: (And Submit Current Schedule "E" Tax Form)

Step 1– Owner Registration form (Cont'd)

Complete the information, if there is a managing agent

MANAGING AGENT		
<input type="checkbox"/> Check Here If Managing Agent Is The Same As The Owner (Skip This Section)		
Agent's Name: <input type="text"/>		
Mailing address of owner (No. & Street): <input type="text"/>		Apt. #: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>
Telephone #: <input type="text"/>	E-mail Address: <input type="text"/>	
Extension: <input type="text"/>		

Step 1– Owner Registration form (Cont'd)

Complete the below Section

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. <input type="radio"/> Owner <input type="radio"/> Agent	
Mailing Address:*		Apt. #	
City:*	State:*	Zip Code:*	
Telephone #:*	E-mail Address:*		
Extension:			
THE ABOVE PARTY MUST COMPLETE, SIGN AND RETURN ATTACHED W-9 FORM.			
Click ADD to enter more than 2 owners of this property below:			
Name(Print):	Title:	Signature:	Date: 01/22/2021
Name(Print):	Title:	Signature:	Date:
<input type="button" value="ADD"/>			

Click "Add" for additional Name. If there is no additional names, click next

Step 2 – Direct Deposit form

- New owners are only required to complete this form.
- Enter the information on the Direct Deposit form and electronically sign the document.
- This form is not required, if you have already set up direct deposit.

Note: Tenant will not have the visibility of this form.

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 Herby Authorize The New York City Housing Authority To Deposit Housing Assistance Payments Directly Into My Checking Or Savings Account. I Herby Affirm To The Accuracy Of All The Information Stated On This Form.

Account Holder 1:*	Account Holder 2 (Optional)	Bank Name:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Number:*	Aba/Routing Number:*	Bank Account Type:*	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Savings <input type="radio"/> Checking	
			Initials: <input type="text"/>



Name:	Title:	Signature:*	Date: 01/22/2021	<input type="radio"/> Agent <input type="radio"/> Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Step 2 – W-9 (Cont'd)

- New owners are required to complete this form.
- Existing owners are required to complete this form, if there is a change in owner's name or change in SSN/tax ID change.
- Enter the information on the W-9 form and electronically sign the document.

Note: Tenant will not have the visibility of this form.

- Click "Next"

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM W-9

Last Name: First Name: Middle Initial:

OR 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 seven boxes:

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)

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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:

Requester's Name and address(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.

Social security number* OR

Employer identification number*

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.

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

Signature: Date: 01/22/2021

Step 3 – Request for Tenancy Approval

- The apartment address will be pre-populated in this box. It is mapped to the address information populated in Step 1 (Owner Registration form).
- Enter the required information on this screen.
- Scroll down.

Step 1
Owner RegistrationStep 2
Tax ID & HUDStep 3
Tenancy ApprovalStep 4
Lease-Based FairStep 5
Supporting Documents

REQUEST FOR TENANCY APPROVAL

Housing Choice Voucher Program
OMB Approval No. 2577-0169
(exp. 9/30/2017)

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law. When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

Name of Public Housing Agency (PHA):

Address of Unit*

Street Address:* <input type="text"/>		Apt. No.: <input type="text"/>
City:* <input type="text"/>	State:* <input type="text"/>	Zip Code:* <input type="text"/>

Requested Beginning Date of Lease:* <input type="text"/>	Requested End Date of Lease: <input type="text"/>	Number of Bedrooms:* <input type="text"/>	Year Constructed:* <input type="text"/>	Proposed Rent:* <input type="text"/>
Security Deposit Amt: <input type="text"/>	Date Unit Available for Inspection:* <input type="text"/>	Structure Type:*		
<input type="radio"/> Single Family Detached(One Family Under One Roof) <input type="radio"/> Semi-Detached(Duplex, Attached On One Side) <input type="radio"/> Rowhouse/Townhouse(Attached On Two Sides) <input type="radio"/> Low-Rise Apartment Building (4 Stories Or Fewer) <input type="radio"/> Manufactured Home(Mobile Home) <input type="radio"/> High-Rise Apartment Building (5+ Stories)				
If this unit is subsidized, indicate type of subsidy:				
<input type="radio"/> Section 221 (D) (3) (BMIR) <input type="radio"/> Section 236 (Insured Or Uninsured) <input type="radio"/> Section 515 Rural Development <input type="radio"/> Section 202 <input type="radio"/> Home <input type="radio"/> Tax Credit <input type="radio"/> Other (Describe Other Subsidy, Including Any State Or Local Subsidy) <input type="text"/>				

Step 3 – Request for Tenancy Approval (Cont'd)

- Owner will be required enter the utility information on this form.
- Please click the radio button under the “Specify Fuel Type” and “Paid By”.
- If you leave any fields blank, it will not allow you to go forward.
- Scroll Down.

Utilities and Appliances*

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

Item	Specify fuel type	Paid By*
Heating*	<input type="radio"/> Natural Gas <input type="radio"/> Bottled Gas <input type="radio"/> Electric <input type="radio"/> Heat Pump <input type="radio"/> Oil <input type="radio"/> Other	<input type="radio"/> Owner <input type="radio"/> Tenant
Cooking*	<input type="radio"/> Natural Gas <input type="radio"/> Bottled Gas <input type="radio"/> Electric <input type="radio"/> Other	<input type="radio"/> Owner <input type="radio"/> Tenant
Water Heating*	<input type="radio"/> Natural Gas <input type="radio"/> Bottled Gas <input type="radio"/> Electric <input type="radio"/> Oil <input type="radio"/> Other	<input type="radio"/> Owner <input type="radio"/> Tenant
Other Electric*		<input type="radio"/> Owner <input type="radio"/> Tenant
Water*		<input type="radio"/> Owner <input type="radio"/> Tenant
Sewer*		<input type="radio"/> Owner <input type="radio"/> Tenant
Trash Collection*		<input type="radio"/> Owner <input type="radio"/> Tenant
Air Conditioning*		<input type="radio"/> Owner <input type="radio"/> Tenant
Other (Specify)		<input type="radio"/> Owner <input type="radio"/> Tenant
		Provided By*
Refrigerator*		<input type="radio"/> Owner <input type="radio"/> Tenant
Range/Microwave*		<input type="radio"/> Owner <input type="radio"/> Tenant

Owner's Certifications

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.**

Step 3 – Request for Tenancy Approval (Cont'd)

Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Owner's Certifications

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.**

Address: <input type="text"/>	Unit Number: <input type="text"/>	Date Rented: <input type="text"/>	Rental Amount: \$ <input type="text"/>
Address: <input type="text"/>	Unit Number: <input type="text"/>	Date Rented: <input type="text"/>	Rental Amount: \$ <input type="text"/>
Address: <input type="text"/>	Unit Number: <input type="text"/>	Date Rented: <input type="text"/>	Rental Amount: \$ <input type="text"/>

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.

Step 3 – Request for Tenancy Approval (Cont'd)

Owner must select one of the responses related to Lead Based Paint

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.

- Complete the owner and Head of Household information
- Click "NEXT".

Owner/Owner Representative			
Last Name:*	First Name:*	MI:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Signature:*			Date:*
<input type="text"/>			01/22/2021
Business Address:*			Apt. No.:
<input type="text"/>			<input type="text"/>
City:*	State:*	Zip Code:*	Telephone #:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Extension:
			<input type="text"/>
Household Head			
Last Name:*	First Name:*	MI:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Present Address of Family:*			
<input type="text"/>			
City:*	State:*	Zip Code:*	Telephone #:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Extension:
			<input type="text"/>
<input type="button" value="PREV"/>		<input type="button" value="NEXT"/>	

Step 4 – Lead Based Paint Disclosure form

- If the first response is selected under “Lessor’s Disclosure” and “Records and reports available to the Lessor,” provide the explanation as indicated on the form.
- Complete the required information on this form.
- Click “NEXT”.

Step 1 Owner Registration Step 2 Tax ID & IWB Step 3 Tenancy Approval **Step 4 Lead-Based Paint** Step 5 Supporting Documents

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

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.

Lessor's disclosure*
Presence of lead-based paint and/or lead-based paint hazards (Choose one below):

Known Lead-Based Paint And/Or Lead-Based Paint Hazards Are Present In The Housing (Explain):

Lessor Has No Knowledge Of Lead-Based Paint And/Or Lead-Based Paint Hazards In The Housing.

Records and reports available to the lessor*
(Choose one below):

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):

Lessor Has No Reports Or Records Pertaining To Lead-Based Paint And/Or Lead-based Paint Hazards In The Housing.

Agent's acknowledgement*
 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.

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.

Lessor Name*	Signature*	Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lessor Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Agent Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

« PREV **NEXT »**

Step 5 – Supporting Documents

- In this step Owners are required to upload the required documents.
- If documents are not uploaded, it will not allow you to submit the Rental.
- Please populate the check mark next to owner certification statement.
- Click “SUBMIT”.

Step 1
Owner Registration

Step 2
Tax ID #/EIN

Step 3
Tenancy Approval

Step 4
Lead-based Paint

Step 5
Supporting Documents

SUPPORTING DOCUMENTS

"In order to complete your Rental request please submit applicable documents listed below. For further information on documents required from Owners and/or Managing Agents, please refer to Help document HCV Program Rental Checklist. Please click on the below "Upload File" button for the applicable document(s) "

Note: You can upload documents either in PDF format or image format (GIF, JPEG, PNG, TIFF, etc..).

Supporting Documents	
Major Capital Improvements Order	UPLOAD FILE
Rent Roll (Required if receiving a LIHTC. If rent roll is unavailable please provide letter.)	UPLOAD FILE
DHCR Apt Registration	UPLOAD FILE
Previous lease	UPLOAD FILE

I CERTIFY THAT ALL INFORMATION CONTAINED THEREIN IS ACCURATE AND FACTUAL. Any False Statements are Wholly the Signer's Responsibility and Are Punishable under section 27-2096 of the NYC Housing Maintenance Code.

PREV SUBMIT

Confirmation of Rental submission

- The screen shot on the left indicates the confirmation of Rental submission.
- The screen shot on the right is an email confirmation to the tenant.

NYCHA Owner Extranet Log Out

Vendor Home | Update My Info | Help | Tenants | Service Requests | Inspections | Payments

1099 Statements | Vacancies | Updates | Eviction Cert | Direct Deposit

THANK YOU!!!

You will receive an email confirmation of your submission and your (prospective) Tenant will be notified. You can check the status of this Lease Up request at any time by entering your PIN along with your SSN or Tax ID on the login page. Next steps are as follows:

- ▶ The Tenant must accept your Lease Up Request and sign the following documents you submitted:
 - o Request for Tenancy Approval (RFTA)
 - o Disclosure of Info on Lead-Based Paint and/or Hazards
- ▶ The Leased Housing Department (LHD) will review all submitted documents and, if approved, we will contact you to schedule an Housing Quality Standards (HQS) inspection for your unit.
- ▶ If the unit passes inspection, your Housing Assistance Payment (HAP) Contract will be sent via the Owner Extranet. You can sign the HAP Contract and submit it along with your Lease agreement online.

If you have any questions, please contact our Customer Contact Center at 718 707 7771.

From: donotreply@nycha.nyc.gov
Subject: Rental Approval Request

To: [Redacted]

New York City Housing Authority
Customer Contact Center
787 Atlantic Avenue, 2nd Floor
Brooklyn, NY 11238

New York City Housing Authority
Customer Contact Center
478 E. Fordham Road, 2nd Floor
Bronx, NY 10458

Customer Contact Center: 718-707-7771

Date: 1/22/2021 12:29:00 PM

Re: Case # [Redacted]

Dear Applicant/Tenant:

The New York City Housing Authority (NYCHA) is pleased to inform you that the prospective owner of the property you wish to rent has submitted the documents required to complete the rental process. Please log into the Tenant Self Service Portal at <https://selfserve.nycha.info> to review and approve the submitted documents. Please note that the following forms submitted by the Owner require your electronic signature:

- Request for Tenancy Approval (RFTA)
- Disclosure of Info on Lead-Based Paint and/or Hazards

NYCHA will review all submitted documentation. If additional information is required, you and the Owner will be contacted through email or regular mail. You cannot move into your new unit until we accept the signed Housing Assistance Payments Contract (HAP Contract) from the Owner. Once it's accepted, you will receive a Move-In Letter authorizing you to proceed with your move.

NOTE Existing Section 8 Tenants: If your annual recertification is pending or additional information is required, please use the Annual Recertification Tab on the portal to complete or submit any outstanding documents. If you need assistance, please call the Customer Contact Center at (718) 707-7771.

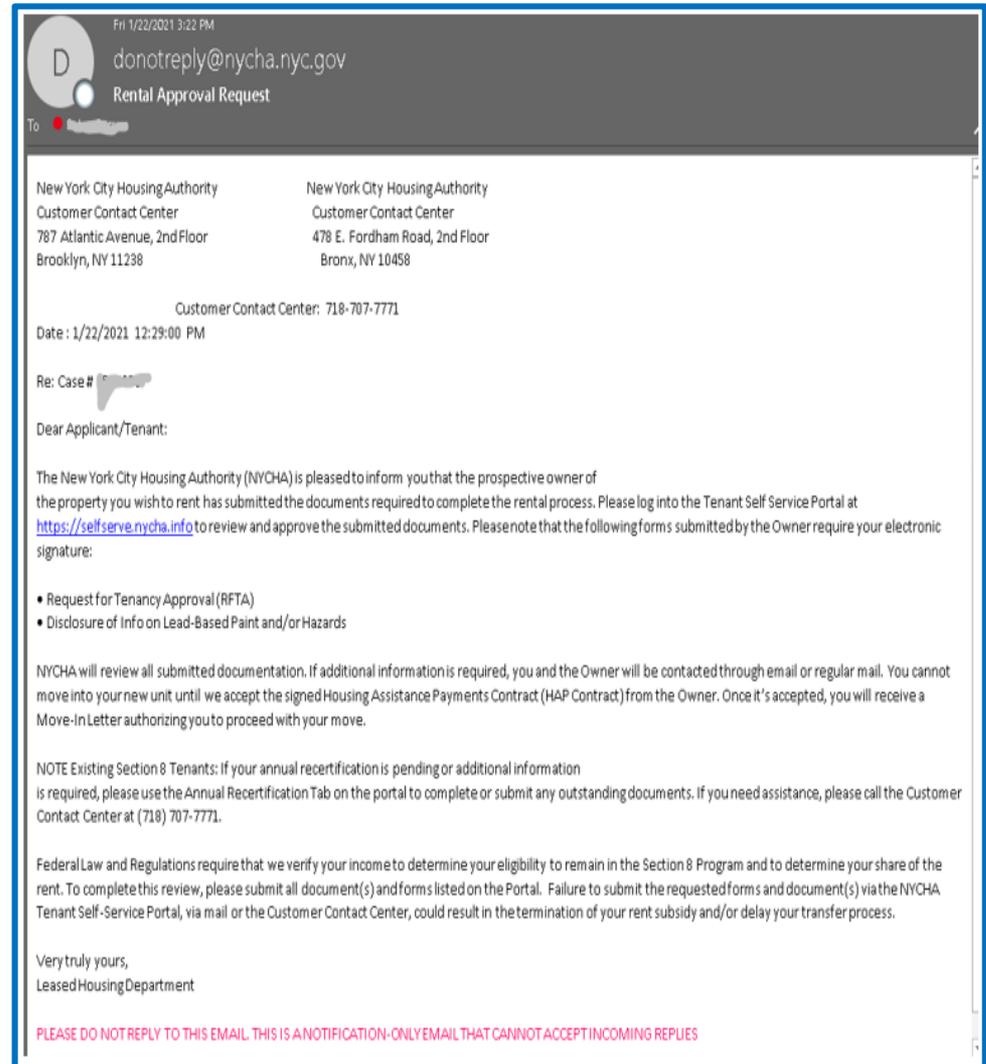
Federal Law and Regulations require that we verify your income to determine your eligibility to remain in the Section 8 Program and to determine your share of the rent. To complete this review, please submit all document(s) and forms listed on the Portal. Failure to submit the requested forms and document(s) via the NYCHA Tenant Self-Service Portal, via mail or the Customer Contact Center, could result in the termination of your rent subsidy and/or delay your transfer process.

Very truly yours,
Leased Housing Department

PLEASE DO NOT REPLY TO THIS EMAIL. THIS IS A NOTIFICATION-ONLY EMAIL THAT CANNOT ACCEPT INCOMING REPLIES

Lease Up SR – Voucher Holder Steps

- The voucher holder will receive a confirmation email letting them know the owner has submitted the online rental packet.
- The voucher holder must log into their NYCHA Self-Service account to sign and approve the following documents:
 - Request for Tenancy Approval
 - Disclosure of Lead-Based Paint
- The documents are found under the Lease-Up SR tab.



Owner Extranet – Lease Up SR Status

- Existing and New Owners must enter the PIN number and Owner Tax ID or SSN# to check the status of the HAP contract.

New Owners

If you would like to submit a new Lease Up request online, please enter the PIN provided to you by your prospective Tenant.

PIN #:

PROCEED

If you have any questions, please contact our Customer Contact Center at 718-707-7771.

If you have already submitted Lease Up documents for a prospective Tenant, you can view the status of your request or check if your HAP contract is ready to sign online. Please enter the Section 8 PIN number with the Owner SSN or TAX ID you have submitted online.

PIN #:

Vendor Tax ID or SSN #:

PROCEED

Check status of Lease Up

- Owner can view the status of Lease up Service Request (SR).
- Owner will be notified to sign the HAP contract via email.
- If the status of Lease SR is “Pending HAP signature,” the owner is ready to view the HAP contract and tenant will receive notification via email advising them to view and print the Pre-move-in letter.
- Click on HAP/Lease Submission tab.

The screenshot displays the NYCHA Owner Extranet interface. At the top, there is a 'Log Out' button. Below the header, there is a section titled 'Information for Section 8 Property Owners/Managing Agents' with several links: 'Housing Choice Voucher Program Rental Checklist/Banned Owners List', 'New Payment Standards, New Rentals, Transfers & Annual Recertifications', 'Self-Inspection Guide', 'A Good Place To Live!', and 'Section 8 Housing Choice Voucher Program Property Owner Guide'. Below this is a navigation bar with four tabs: 'Lease Up Request', 'Inspections', 'HAP/Lease Submission', and another tab. The 'Lease Up Request' and 'HAP/Lease Submission' tabs are highlighted with red boxes. Below the navigation bar is a table with the following data:

SR #	Status Date	Type	Status	Voucher Holder
[REDACTED]	01/25/2021	Lease Up	Pending HAP Signature	[REDACTED]

Below the table, there are two buttons: 'VIEW DOCUMENTS' and 'REJECT LEASE UP'. The 'Status' column in the table and the 'HAP/Lease Submission' tab are highlighted with red boxes.

Upload Lease and E-sign of HAP Contract

- Click on the “HAP Contract” link to view the HAP Contract.
- Click “UPLOAD FILE” to upload Lease Agreement signed by the owner and tenant.
- Enter the name of the owner and e-sign the HAP Contract.
- Click “SUBMIT”.

Lease Up Request Inspections **HAP Lease Submission**

Your **HAP Contract** is now available for your review and e-signature. Please sign your HAP Contract and upload the signed Lease Agreement within 10 days. You cannot make any alterations to the HAP Contract online. If you have any questions, please contact our Customer Contact Center at 718-707-7771

Supporting Documents

Lease Agreement Signed by Owner and Tenant **UPLOAD FILE**

Owner

Print or Type Name of Owner*

Print or Type Name and Title of Signatory

Last Name:*	First Name:*	MI:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:*	Signature:*	Date:*
<input type="text"/>	<input type="text"/>	03/01/2021

SUBMIT

Owner Extranet – Executed HAP Contract

- Existing and New Owners must enter the PIN number and Owner Tax ID or SSN# to check the status of the HAP contract.

New Owners

If you would like to submit a new Lease Up request online, please enter the PIN provided to you by your prospective Tenant.

PIN #:^{*}

PROCEED

If you have any questions, please contact our Customer Contact Center at 718-707-7771.

If you have already submitted Lease Up documents for a prospective Tenant, you can view the status of your request or check if your HAP contract is ready to sign online. Please enter the Section 8 PIN number with the Owner SSN or TAX ID you have submitted online.

PIN #:^{*}

Vendor Tax ID or SSN #:^{*}

PROCEED

Executed HAP Contract

- To view the executed HAP contract and Final Move-in letter, first click on the “Lease Up Request” tab.
- Then click “View Documents.”

Information for Section 8 Property Owners/Managing Agents

- 📄 Housing Choice Voucher Program Rental Checklist/Banned Owners List
- 📄 A Good Place To Live!
- 📄 New Payment Standards, New Rentals, Transfers & Annual Recertifications
- 📄 Section 8 Housing Choice Voucher Program Property Owner Guide
- 📄 Self-Inspection Guide

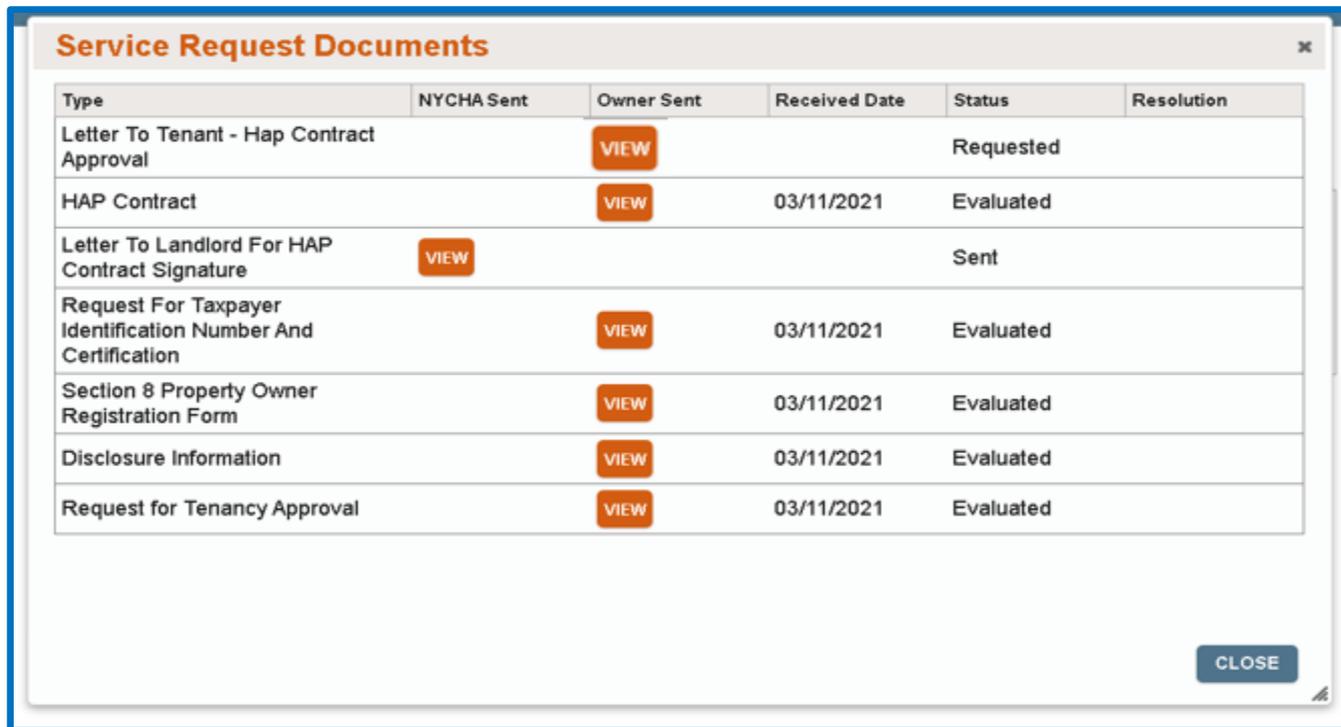
🔍 Lease Up Request 🔍 Inspections

SR #	Status Date	Type	Status	Voucher Holder
1-57698153523	03/11/2021	Lease Up	Closed Rented	12525897 LEASEUPL01 LEASEUPF01

VIEW DOCUMENTS

Executed HAP contract

- Click “View” next to each document to see it.



The screenshot shows a window titled "Service Request Documents" with a table of documents. Each row in the table includes a "Type" column, a "VIEW" button, and a "Status" column. The "VIEW" buttons are orange with white text. The "Status" column contains the following values: Requested, Evaluated, Sent, Evaluated, Evaluated, Evaluated, and Evaluated.

Type	NYCHA Sent	Owner Sent	Received Date	Status	Resolution
Letter To Tenant - Hap Contract Approval		VIEW		Requested	
HAP Contract		VIEW	03/11/2021	Evaluated	
Letter To Landlord For HAP Contract Signature	VIEW			Sent	
Request For Taxpayer Identification Number And Certification		VIEW	03/11/2021	Evaluated	
Section 8 Property Owner Registration Form		VIEW	03/11/2021	Evaluated	
Disclosure Information		VIEW	03/11/2021	Evaluated	
Request for Tenancy Approval		VIEW	03/11/2021	Evaluated	

A "CLOSE" button is located in the bottom right corner of the window.

This concludes the Rental process