

/ /2023

Dear Housing Owner:

It has come to our attention that _____ is being refused access to the unit.

As a reminder, **owners are to provide legal possession of the unit as of the effective date of the Housing Assistant Payment (HAP) contract and lease.** The New York City Housing Authority (NYCHA) and New York City Housing and Preservation Development (HPD) make subsidy payments to the owner based on the **effective date** of the HAP contract. If the tenant has paid their portion of the rent, **refusing to provide access to the unit is not an option if the owner wants to receive subsidy payments.**

According to Part B of the HAP contract:

- *Section 1(c): “During the HAP contract term, the PHA will pay housing assistance payments to the owner in accordance with the HAP contract.”*
- *Section 7(a)(4): “Housing assistance payments shall only be paid to the owner while the family is residing in the contract unit during the term of the HAP contract.”*

Because the client is being refused access to the unit, we will have to escalate this to NYCHA/HPD to update the terms of the HAP contract and recoup the payment for the time the client was denied access to the unit unless immediate access is provided.

Again, if you do not **provide immediate access** to the unit based on the HAP contract date, the owner’s subsidy will be at-risk and recouped for the time the client is denied access. Please turn over the keys immediately to the client and contact _____ at _____ with any questions

Please also note that Emergency Housing Voucher (EHV) applicants are guaranteed to receive **Security Deposit assistance.** If an EHV applicant is denied a security voucher from the NYC Human Resources Administration (HRA), a request may be made to NYCHA or HPD for a one-time payment of one month of contract rent to be used in lieu of the security deposit. **It is unnecessary to withhold access to a unit for a security voucher for an EHV applicant.**



If you have any questions, please visit nyc.gov/ehv for more information about the Emergency Housing Voucher Program.