

**NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT**

Bronx Customer Contact Center
478 East Fordham Road, 2nd Fl.
Bronx, NY 10458

Brooklyn Customer Contact Center
787 Atlantic Avenue, 2nd Fl.
Brooklyn, NY 11238

Customer Contact Center: (718) 707-7771

Real Estate Broker Fee Request Form

To assist new Section 8 voucher holders in finding a unit, the New York City Housing Authority (NYCHA) will pay a broker fee of up to 15% of the annualized rent on behalf of the undersigned NYCHA Section 8 voucher holder (voucher holder) to the broker of record under which the undersigned licensed real estate agent operates, and who assists the NYCHA voucher holder with locating and successfully leasing a NYCHA-approved unit within the five boroughs of New York City, or who exclusively represents the owner of a unit located by the voucher holder. NYCHA will pay said broker fee only to the extent the terms set forth in sections A-E below are fully satisfied.

Section A: Eligibility Requirements**Voucher Holder**

- The voucher holder must have a NYCHA tenant-based Section 8 voucher newly issued more than 60 days prior to the submission of the Request for Tenancy Approval form. This excludes voucher holders who are transferring to the NYCHA-approved unit.

Unit and Owner of Apartment Unit

- The leased unit the licensed real estate agent/broker located for the voucher holder must be within the five boroughs of New York City.
- The unit and owner must be eligible for Section 8 assistance based on HUD policies, including but not limited to:
 - o Owner is not related to voucher holder.
 - o Owner must not be on HUD's debarred list.

Broker

- The licensed real estate agent/broker has a current New York State real estate license in good standing.
- The licensed real estate agent/broker is not related to the voucher holder.
- The licensed real estate agent/broker actually found the unit and the voucher holder leased up

Section B: Instructions to Brokers

This Broker Fee Request form must be completed and submitted to NYCHA within 30 days after NYCHA has approved the rental package, and the voucher holder has received the keys to the unit.

The licensed real estate agent/broker must complete the certification and direct deposit section below.

The request form must be signed and dated by both the broker and the Section 8 voucher holder.

The licensed real estate agent/broker must submit the following documents to NYCHA at HNU@nycha.nyc.gov within 30 days of the voucher holder receiving the keys:

- Broker Fee Request Form (this form)
- W-9 Form (with company information)



- Copy of real estate agent/broker's license
- One additional contact person (full name; phone number; and email address) from your company
- A letter from the brokerage company's bank with the account and routing numbers listed on it
- A copy of a VOIDED check

Section C: Instructions to Section 8 Voucher Holders:

Please review this form and confirm the information entered by the Broker is accurate to the best of your ability.

Once you have received the keys to your unit, please sign Section E of this form.

Section D: BROKER'S CERTIFICATION and Direct Deposit Information

I/we _____ (name of licensed real estate agent/broker), located at _____
 _____ (full address and zip code),
 request payment in the amount of \$ _____, representing a broker's fee for assisting
 (name of voucher holder),
 voucher number _____, who has rented a unit located at _____
 _____ (full address, including apartment number).

By signing below, I/we, the licensed real estate agent/broker, certify, under penalty of perjury, that all of the following statements are true and accurate:

- I have provided the voucher holder with the keys for the new unit.
- I/we are not related to the voucher holders.
- I/we have a current New York state real estate agent/broker's license in good standing.
- A copy of my/our current real estate agent/broker's license is enclosed with or attached to this request.
- A copy of a completed W-9 form is enclosed with or attached to this request.
- All required documentation is enclosed with or attached to this request, including (1) a letter from my brokerage company's bank with the account and routing numbers listed on it; (2) a copy of a VOIDED check; and (3) one additional contact person (full name; phone number; and email address) from the same company.
- I/we have completed the direct deposit enrollment section of this form.
- The broker's fee requested represents no more than 15% of the annual contract rent minus any fees paid by the NYC Human Resources Administration (HRA) if voucher holder qualifies for HRA assistance, subject to NYCHA's verification.
- I/we understand that it is my/our responsibility to obtain any additional fees directly from HRA regarding a voucher holder who qualifies for HRA assistance. NYCHA will not pay any broker's fee if voucher holder qualifies for the full broker's fee (15% of the annual contract rent) from HRA.
- I/we have not requested any fees directly from the voucher holder, other than, if applicable, an incidental apartment application fee required of all tenant applicants, and I am not aware of the landlord requesting any fees from the voucher holder other than what is set forth in the lease/agreement
- I agree that I will not have any right to, and NYCHA shall not be required to, pay any broker fee to licensed real estate agent/broker if I/we has received or will receive a broker's fee in connection with the renting of the new unit to the voucher holder by a third party other than NYCHA.
- All information contained on this form is accurate and I/we understand that providing a false statement may subject me/us to penalties of perjury under federal, state, and/or local law.



Name(s) of Licensed Real Estate Agent/Broker(s) – PRINT

Date _____

Name(s) of Licensed Real Estate Agent/Broker(s) – SIGN

License # _____

I represent the: Voucher Holder Owner _____

Telephone: _____

Email Address: _____

Company: _____

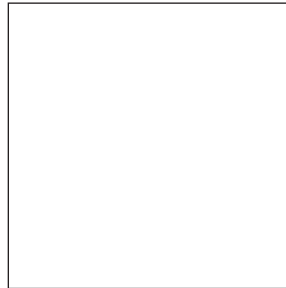
Company Address, City Zip: _____

If Corporation, name of corporate officer and corporate seal:

Corporation: _____

Corporate Officer: _____

Corporate Seal:



Section E: VOUCHER HOLDER'S CERTIFICATION

By signing below, I certify that:

I have received the keys to the unit listed in Section D, above;

And

I have received a newly issued NYCHA tenant-based Section 8 Voucher (NOT a transfer voucher) more than 60 days prior to the submission of the Request for Tenancy Approval form.

Voucher Holder's Name (PRINT)

Voucher Holder's Signature

Date _____



NEED ASSISTANCE?

If you need assistance, please call the Housing Navigation Unit Hotline (212) 306-3570.

NEED A REASONABLE ACCOMMODATION?

Please call the Customer Contact Center at (718) 707-7771 (Monday through Friday, 8 a.m. through 4 p.m.) for assistance with your reasonable accommodations request. You may also call NYCHA's Services for People with Disabilities at (212) 306-4652, TDD (212) 306-4845, or submit a request via NYCHA's Self-Service Portal: selfserve.nycha.info.

