NYC Human Resources Administration Department of Social Services

Unit Hold Incentive Voucher

The New York City Human Resources Administration ("HRA") will provide an additional check for the equivalent of one month's rent (in the amount listed below) as an incentive for holding the apartment while HRA completes the approval process. This voucher must be submitted as part of a rental assistance housing packet and the incentive check will be provided along with all other initial rent and bonus payments.

Approval of the packet is conditioned on, among other things:

- The tenant continuing to be otherwise eligible for the rental assistance program;
- The apartment passing any applicable inspection or safety and habitability assessment;
- The landlord submitting all applicable rental documents for HRA approval; **and**
- HRA confirming that it is not already making payments for this apartment or unit on behalf of anyone who is no longer residing there.

This voucher is available to landlords renting apartments to CityFHEPS and HRA HOME TBRA clients, FHEPS clients moving out of a DSS shelter, clients moving out of a DHS shelter with a Special One Time Assistance (SOTA) grant, and veterans moving out of DHS shelter with a VASH voucher. It may also be available in other limited circumstances. If the tenant ultimately does not move into the apartment following lease signing, the incentive must be refunded (call 718-557-1399).

A. Landlord or Management Company Information		
Name	**Phone**	
Address		
City **State**	**Zip Code**	
Check One: ☐ **Landlord** ☐ **Management**		
B. Rental Unit		
Address	**Apartment #**	**Monthly Rent**
C. Tenant (only one Household may be selected per apartment)		
Name	**Rental Assistance Type**	

I certify that I own or manage the above-named rental unit and, that the unit is currently vacant. I agree not to lease the unit to any other third-party while the application is being processed.

By signing below, I understand that nothing in this document creates a legally enforceable agreement or guarantee by HRA.

_____
Landlord/Authorized Agent's Name

_____   _____
Landlord/Authorized Agent's Signature   **Date**