

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Worker's Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Job Center: \_\_\_\_\_

### Broker's Fee Voucher

(Original to applicant/participant, copy scanned and indexed into the electronic case record)

The Human Resources Administration (HRA) will issue a Cash Assistance allowance for a broker's fee only if the Cash Assistance applicant/participant is otherwise eligible and the Broker meets **all** of the following criteria:

- The Broker has verified that the actual rental unit has a current, effective certificate of occupancy issued by the New York City Department of Buildings.
- No change has been made in the occupancy or use of an existing apartment that is inconsistent with the last issued certificate of occupancy.
- No dangerous or hazardous violations are present on the premises.
- The Broker has a current broker's license in good standing.
- The Broker is not the owner, controlling person or an affiliate of the owner of the actual rental unit.

### Important Information for Brokers

This voucher hereby authorizes \_\_\_\_\_  
(Name of Broker)

located at: \_\_\_\_\_

\_\_\_\_\_  
Borough State Zip Code

to receive the sum of \$ \_\_\_\_\_ upon the actual physical possession by the above  
named applicant/participant of the  
premises known as: \_\_\_\_\_ Apt. No: \_\_\_\_\_

\_\_\_\_\_  
Borough State Zip Code

This voucher is for services rendered as the Broker of the above premises.

In no event is this amount to be greater than specified above and this voucher represents the entire broker's fee. The applicant/participant is not responsible for any monies in excess of the amount issued by NYCDSS, which is 50% of the monthly rent.

This voucher shall be submitted by the Broker to the NYCDSS Office of Central Processing within 30 days after physical possession of the above premises by the applicant/participant.

**Failure to provide true and accurate statements are punishable as a Class A Misdemeanor pursuant to Penal Law § 175.30 (offering a false instrument for filing to a public office or a public servant).**

