



# New York City Housing Authority Leased Housing Department

## RSA Presentation

**JANUARY 31, 2018**



# Agenda

- **Section 8 Eligibility & Lease Up Process**
- **Lease Renewals & MCIs**
- **Housing Quality Standards (HQS)  
Inspections**
- **Q&A**

# Housing Choice Voucher (Section 8) Program



Section 8 is a federally-funded program that provides rental assistance to eligible low income families to find **decent, safe** and **affordable** housing in the private rental market.

NYCHA serves over **85,000** voucher holders across the city of which **73%** have incomes <30% of AMI.

# End the Wait With NYCHA's Section 8



We are listening to our most important stakeholders: you—the property owners of New York City. NYCHA's Section 8 Housing Choice Voucher program is changing how we do business.

## Introducing NYCHA's *Fast 3*



### 1. *Fast Pass*

**Inspection appointment  
in 5 Days**

Starts with easy drop-off of rental packets at our walk-in centers.



### 2. *Fast Match*

**Where owners &  
tenants connect**

**Free Online Apartment Listings.**  
Use NYCHA's exclusive listing service to match approved Section 8 voucher holders searching for units.



### 3. *Fast HAPs*

**Get paid fast. New, earlier,  
effective contract dates**

NYCHA pays on time, every month by direct deposit—receive your initial payment faster with effective contract dates of the 1st or 15th.

#### *And that's not all:*

- **Triple fast approval.** New contracts now approved as fast as 30 days, or less.
- **Free online property management tools.** Track payments, add lease renewals, download 1099s, submit certified repairs, list apartments for rent, manage inspections, and more.

For more information on how to join the nearly 30,000 property owners currently participating in NYCHA's Section 8 Housing Choice Voucher program, please call our Customer Contact Center at 718-707-7771 or find us online: [on.nyc.gov/section8owners](https://on.nyc.gov/section8owners)



# Section 8 Eligibility & Lease Up Process

- Applicant Eligibility Process
- Tenant Transfer Process
- Submission of Rental Package
- Rental Package Review Process
- Lease Up Process

# ELIGIBILITY INTERVIEW PROCESS

- **Applicants must complete their Section 8 application online when they are selected for an eligibility interview**
- **NYCHA conducts a Criminal Background Check (CBC) and Sex Offender Check (SOC) prior to interview for regular applicants**
- **VASH applicants only receive SOC**

- **Brooklyn staff conducts Section 8 Eligibility interviews for Applicants selected from our Waiting List and direct referrals from VASH & DHS applicants**
- **If the applicant is determined eligible, rental staff will issue a Tenant Based Section 8 voucher and a rental package.**

# Tenant Transfer Process

- **Brooklyn office staff processes tenant transfer requests for all 5 boroughs**
- **Transfers may be requested online via the NYCHA Tenant Self Service Portal**
- **A transfer request form could also be submitted via mail or at any of NYCHA walk-in centers (Brooklyn or Bronx offices)**



- **Tenants must reside in their current Section 8 apartment for at least 10 months in order to qualify for a transfer (except emergencies)**
- **Voluntary transfers are approved immediately with voucher and rental package mailed to tenant the following day.**

- **Tenants are no longer required to attend a briefing to receive their transfer voucher/transfer package**
- **The transfer voucher is valid for 120 days. Voucher extensions requests must be reviewed by NYCHA.**
- **Current Section 8 owner will receive notification from NYCHA confirming that their tenant has been approved for a transfer.**

# Submission of Rental/Transfer Package

- **Owner must complete and submit following:**
  - **Section 8 Owner Registration form**
  - **Request for Tenancy Approval**
  - **Lead Based Paint Disclosure form**
  - **W-9 Tax Form**
  - **Copy of Recorded Deed (only for new owners)**
  - **Copy of the previous lease agreement (for rent stabilized units)**
  - **Certificate of Occupancy**

# NYCHA Package Review Process

- Staff reviews the package to ensure the owner entered all the required information
- Conducts Rent Reasonableness Evaluations
- Checks HPD website for any “Code C” violations
- Checks for serious building violations
- Confirms that the tenant’s rent share is not greater than 40% of adjusted gross income

# Lease Up Process

- **Inspection Unit staff calls the owner to schedule the HQS rental inspection once the package is approved**
- **Staff issues a “Pre-Move In” letter following the **pass** inspection result**
- **Staff sends the HAP contract to the owner for signature execution**

- **Owner must return the HAP contract along with the lease agreement**
- **NYCHA executes the HAP contract and mails the original to the owner**
- **Staff issues the final move-in letter to tenant**
- **For transfers, staff notifies the previous owner of the move in date**

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

## **LEASE RENEWAL / CONTRACT RENT CHANGES UNIT**

### **HIGHLIGHTS OF RENT INCREASES POWER POINT**

**Director of Client Services – Ireti Bobb Lewis  
Assistant Director – Harriett R. Coldwell**

# Lease Renewals & Other Contract Rent Changes

## AGENDA:

1. Overview of the Lease Renewal Process
2. Submission of Documents
3. Rent Reasonableness Determinations
4. Major Capital Improvements Highlights
5. Rent Reduction or Overcharges



# Overview: What is a Lease Renewal?

- Lease renewal is the process of the property owners requesting to execute a new lease with their tenant upon the expiration of the existing lease.
- Property owners must submit to NYCHA – Leased Housing Department a lease renewal request form and include any required documents. Owners must submit a complete lease renewal request at least 60 days prior to the effective date of the new lease. This will ensure that the new rent amount is paid upon expiration of the old lease.

# Review of Lease Renewal Request

Key items NYCHA looks for to determine if a lease renewal request can be processed:

- Accurate lease dates that are in line with the current lease expiration date and with lease term selected by tenant
- Accurate, legible, signed, and complete documents
- Owner's Requested Rent must be Reasonable

If any of the above criteria has not been met, NYCHA will generate a “Letter to Landlord Requesting Documents” **NYCHA form 059.274** to the owner (aka “R8L”).

This form provides an explanation as to why the Lease Renewal Service Request (SR) has been paused and what the owner needs to do to resolve the issue(s).

# Submission of Documents (continued)

## A. Timely and Complete Requests

### 1. Standard Lease Renewal (Contract Rent Increase)

If an owner submits a request for a standard lease renewal at least 60 days prior to the date the change is effective, along with all required documentation, the effective date of the change will be the first day of the 3<sup>rd</sup> month following the submission of the request or the first day of the new lease, whichever is later.

### 2. Other Contract Rent Changes

If an owner submits a request for any other contract rent change at least 30 days from receipt of approval from the governing agency, the change will be processed according to the effective date mandated by the governing agency.

- The Landlord will submit the rent roll for the applicable units for ALL specialized types of contract rent change orders. This is considered a complete submission.

# Submission of Documents (continued)

For MCI contract rent changes requiring multiple “step ups”, owners **MUST** make a formal request for each step up. If there is no formal request, NYCHA will assume the owner is forfeiting monies associated with the step up and will not issue retroactive payment.

## **B. Untimely but Complete Requests**

All requests for contract rent changes, excluding J-51 and other types of rent reduction offers will be prospective if the request is not made timely. For a standard lease renewal, owners must make the request at least 60 days prior to the date the change is effective. All other requests for contract rent changes must be made within 30 days of the governing agency’s approval letter.

# Submission of Documents (Continued)

In cases wherein the owner confirms that the tenant signed the new lease less than 60 days, but more than 29 days prior to the new lease's start date, NYCHA will process the lease effective of the new lease's start date. However, documentation/confirmation copies of owner's notification to the tenant is required.\*\*

## C. Incomplete Requests

If the owner submits an incomplete request for lease renewal and or/ contract rent change, regardless of the type, NYCHA will notify the owner in writing.. The owner will be given 30 days to provide the necessary documentation via the LHD Mailbox ([lrinfo@nycha.nyc.gov](mailto:lrinfo@nycha.nyc.gov)).

If the owner fails to respond within 30 days, the initial request will be cancelled and the owner will need to start the process again and resubmit the request. Subsequent resubmissions will be considered prospectively only.

# 3. Rent Reasonableness

# Rent Reasonableness

- Rent Reasonableness evaluations are required by HUD to determine if the rent requested by an owner is reasonable in comparison to similar **unassisted units** in the marketplace. GoSection8 is the tool used to obtain reasonableness evaluations.
- Owners are encouraged to upload supporting comparables to GoSection8 database for their asking rent prior to the lease renewal request. Owners are also requested to include the square footage.
- Rent Reasonableness is conducted before the execution of a new HAP contract and before any rent increase is approved.
- Rent Reasonableness comparables are not to exceed  $\frac{1}{4}$  of a mile.
- The highest adjusted rent out of the three comparables are used to determine if the proposed rent is reasonable\*\*

# Rent Reasonableness cont'd.

Initial Determination is “Unreasonable”

- If it is found that the Rent is NOT reasonable, Section 8 property owners will be given an opportunity to upload comparable rents to the GoSection8 website.

The Final Letter to the Landlord Requesting Documents for Lease Renewal (aka R&L) will state the 3 options:

- a) Upload the comparable rents at <http://www.gosection8.com/>;
  - b) Implement a preferential rent which will require an amended lease with the tenant’s initials; or
  - c) Cancel the request to increase your contract rent; thereby your rent will remain the same.
- If the property owner reports that the comparable rents have been uploaded, we will refresh the rent reasonableness certification and make a final determination.



# Rent Reasonableness cont'd

- The owner must inform Leased Housing via correspondence to the LHD Mailbox [lrinfo@nycha.nyc.gov](mailto:lrinfo@nycha.nyc.gov) of the address(es) of the comparables that were submitted to GoSection 8.
- If the proposed rent is approved, staff will continue processing the request for the original effective date.
- If the proposed rent is NOT approved, a disapproval letter will be issued to the owner.

# Major Capital Improvements Highlights

Highlights of Major Capital Improvement Orders are of Collectible dates and the ROOM size.

## A. Collectible Information

- The Permanent Increase part of the MCI order becomes part of the base rent on the collectible date.
- This permanent increase is limited to a dollar amount which is equal to 6% of the Base Rent as described in the Order. Any amount granted which exceeds this limit is spread forward to subsequent 12 month periods so as not to exceed the MCI increase of 6% per 12 month period (15% for rent controlled units) .
- However, the legal regulated rent is increased by the full amount of the MCI rent increases. The rent guidelines increases can be computed from the full legal regulated rent.

# Major Capital Improvements Highlights Cont'd

## B. Room Definition

Effective November 5, 2015, the Housing Authority revised the policy on processing orders from the New York State Division of Housing and Community Renewal (HCR) granting Major Capital Improvements (MCI).

HCR approves MCI applications for eligible costs incurred during building improvements and/or installation. Eligible owners receive a DHCR order granting a standard increase amount per room.

**For processing the MCI increase only, LHD staff must accept the number of rooms for the units as listed in the DHCR order.**

The revised contract rent will still be subject to rent reasonableness.

**To determine rent reasonableness LHD staff will use the number of bedrooms in the unit as per NYCHA records.**



# HQS Inspections

Robert Tesoriero, Director  
Jose Martinez, Deputy Director

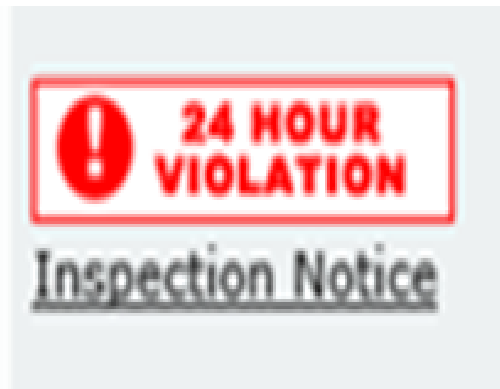


# Inspection Agenda

- **24 Hour HQS Violation Policy**
- **Tenant No Access for Repairs**
- **Lead Based Paint Policy**

# Most Common HQS Failures

- Improperly Installed Electrical Outlets
- Exposed Wires/Missing Fuses (24 hour violations)
- Ceilings/Walls Paint or Plaster Peeling, Water Damage
- Inoperable Stoves & Refrigerators
- Lack of Heat & Hot Water







WARNING: Do not touch the tape heads or the tape. Touching the tape heads or the tape can damage the tape and the heads. If you touch the tape heads or the tape, clean them with a soft, lint-free cloth. Do not use alcohol or other liquids. Do not touch the tape heads or the tape if the tape is hot. Do not touch the tape heads or the tape if the tape is under tension. Do not touch the tape heads or the tape if the tape is moving. Do not touch the tape heads or the tape if the tape is not moving. Do not touch the tape heads or the tape if the tape is not in the tape deck. Do not touch the tape heads or the tape if the tape is not in the tape deck. Do not touch the tape heads or the tape if the tape is not in the tape deck.





# Tenant No Access For Repairs Policy

**NYCHA will commence tenant termination action immediately upon receipt of the following documents:**

- **NE-2 Cert with box checked “No Tenant Access”**
- **Copy of certified letter to tenant requesting access for repairs**

***Note: Suspension of subsidy remains until the repairs are confirmed by NYCHA. Retro will be approved on a case by case basis.***



# Lead Based Paint

# LEAD BASED PAINT POLICY

- Buildings built prior to 1978
- Children residing in unit under 6 years old
- Lead Paint Notice Generated upon following HQS violations:
  - Peeling paint on walls/ceilings
  - Holes in walls/ceilings
  - Chipping/bubbling paint walls/ceilings
- NE-2 cert & Owner Lead Paint Certifications required
- 30 days to submit Lead Paint Certification to avoid suspension

# DOHMH Data Matches

- NYCHA & DOHMH conducts monthly data matches
- Confirmed EBLL cases (5 micrograms per deciliter) requires a NYCHA HQS inspection
- 30 calendar days for owner to abate lead paint violations
- Certified EPA clearance report required for NYCHA files
- Owner reporting to HUD local field office:  
[NYPIHLeadBasedPaint@hud.gov](mailto:NYPIHLeadBasedPaint@hud.gov)

PO Box 19197  
Long Island City, NY 11101-9197  
Customer Contact Center (718) 707-7771

NYCHA Owner Extranet at: [www.nyc.gov/nycha/ownerextranet](http://www.nyc.gov/nycha/ownerextranet)

## OWNER LEAD-BASED PAINT CERTIFICATION

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A. Building Address:

B. Vendor #:

C. Tenant Name (If Applicable):

D. Apt. # (If Applicable):

E. Voucher # (If Applicable):

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The undersigned hereby certifies that the aforementioned property is in compliance with all Housing Quality Standard (HQS) requirements related to lead-based paint as indicated below:

(Mark ALL appropriate boxes)

- The described property, including dwelling units, common areas and exterior painted surfaces, has been found to be free of lead-based paint by a certified lead-based paint inspector. The lead-based paint inspector's report is either attached or has already been provided to NYCHA.
- The described property was inspected by a certified lead-based paint inspector and lead-based paint was identified. All identified lead-based paint has been removed from the property, and the reports of the lead-based paint inspector and the certified lead-based paint abatement supervisor are attached or have already been provided to NYCHA.
- Ongoing lead-based paint maintenance activities have been incorporated into regular building operations in accordance with HUD *Lead Safe Housing Rule* (24 CFR 35, subparts B-R).
- Corrective action to address lead-based paint hazards at the described property that were required by NYCHA to meet HQS have been completed in accordance with all requirements established by HUD *Lead Safe Housing Rule* (24 CFR 35, subparts B-R), including:

The boxes below do not apply when paint stabilization is below de minimis levels. (Mark ALL appropriate boxes)

- The work was completed by person(s) trained to conduct lead-based reduction activities or was supervised by a certified lead-based paint abatement supervisor.
- Occupants of the dwelling unit(s) and their belongings were protected during the course of the work.
- The lead hazard worksite was properly prepared and maintained during the course of their work.
- A person certified to conduct clearance examinations performed a clearance test and the results indicate that clearance was confirmed.
- Occupants have been properly notified of the results of any lead-based paint hazard evaluation and reduction, including the results of the clearance examination.

### OWNER CERTIFICATION

Owner (First Name)

(Last Name)

(MI)

I,

hereby certify that the HQS

violations were corrected on

(mm/dd/yyyy)

Signature

(Owner)

Date

(mm/dd/yyyy)





SIGN-UP FOR NYCHA NEWSLETTER

- [NYCHA Home](#)
- [Section 8 Owner Extranet](#)
- [Section 8 Landlord Log In](#)
- [Section 8 Landlord Register](#)
- [Section 8 Landlord Update Account Info](#)
- [HCV Program Updates](#)
- [Section 8 Landlord Direct Deposit Section](#)
- [Section 8 Landlord Apartment Inspections](#)
- [Help](#)
- [Give Us Your Feedback!  
Powered by Survey Monkey](#)
- [Logout](#)

## Section 8 Assistance Owner Extranet

**Please log in to the NYCHA Owner Extranet**

Your user name:

Password:

[Create a New Account](#)

[Forgot your password?](#)

