

**NEW YORK CITY HOUSING AUTHORITY  
LEASED HOUSING DEPARTMENT  
90 Church Street • New York, NY 10007**

**Bronx Office**  
1 Fordham Plaza, 3rd fl.  
Bronx, NY 10458  
(718) 329-7701  
Fax (718) 329-7712

**Brooklyn Office**  
350 Livingston Street, 3rd fl.  
Brooklyn, NY 11217  
(718) 250-9778  
Fax (718) 250-9892

**Manhattan Office**  
55 West 125th Street, 8th fl.  
New York, NY 10027  
(917) 492-8900  
Fax (917) 492-8970

**Queens Office**  
59-17 Junction Blvd., 2nd fl.  
Corona, NY 11368  
(718) 289-2400  
Fax (718) 393-7411

**Staten Island Office**  
120 Stuyvesant Place, 2nd fl.  
Staten Island, NY 10301  
(718) 556-2682  
Fax (718) 556-2808

**LANDLORD REQUEST FOR LEASE RENEWAL APPROVAL**

Date: «today»

«mgmt\_company»  
«mgmt\_company\_address1»  
«mgmt\_company\_address2»  
«mgmt\_company\_address2»  
«mgmt\_city», «mgmt\_state» «mgmt\_zip»

«lastname\_first»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear Landlord:

Our records indicate that your tenant's lease is due for renewal.

Current regulations require that Section 8 landlords provide information regarding proposed lease renewals and rent increases at least 60 days prior to the commencement of a lease renewal. Please use this form to notify us of your intentions as to the term of the lease and amount of any rent increase. NYCHA will evaluate the reasonableness of the rent increase you are seeking to determine whether it may be approved in accordance with HUD regulations.

Rent increases are generally limited to the current standards approved by the Rent Guidelines Board (RGB).

**YOU ARE REMINDED THAT RENT STABILIZED TENANTS HAVE THE OPTION TO SELECT THE TERM OF THE LEASE.**

Please check all applicable boxes, and return this form to the Housing Assistant **AT THE ABOVE ADDRESS.**

**LANDLORD'S STATEMENT:** I am notifying NYCHA of my intentions with regard to the above tenant and apartment.

The tenant and I agree to renew the lease for (check one)  1 year  2 years. The proposed monthly rent is \$\_\_\_\_\_. This was determined as follows: \_\_\_\_\_% Rent Guidelines Board increase, plus \$\_\_\_\_\_. I am entitled to this additional amount because: \_\_\_\_\_

I am enclosing documents which support my request for additional amounts above the RGB approved increase.

I do not wish to renew the lease with the above tenant (*explain*). \_\_\_\_\_

**UTILITIES INFORMATION: (Check one)**

There has been no change in the Landlord/Tenant responsibility for utilities payments.

There has been a change in the Landlord/Tenant responsibility for payments, as follows: \_\_\_\_\_

<b>Landlord Signature:</b>	<b>Date:</b>
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**PLEASE DO NOT WRITE BELOW THIS LINE. FOR NYCHA USE ONLY.**

<b>NYCHA EVALUATION AND DETERMINATION OF PROPOSED RENT INCREASE:</b>			
<input type="checkbox"/> <b>APPROVED.</b> WE CANNOT PROCESS YOUR LEASE RENEWAL UNLESS YOU SUBMIT THE APPROPRIATE DOCUMENTS AS INDICATED ON THE REVERSE SIDE OF THIS FORM. Please submit all the above as soon as possible.	<input type="checkbox"/> <b>DISAPPROVED.</b> Reason(s) for disapproval: _____ _____		
Copy of determination mailed to tenant. <input type="checkbox"/>	HOUSING ASSISTANT ( <i>Print &amp; Sign</i> )	TELEPHONE NO.	DATE

## INSTRUCTIONS REGARDING COMPLETION OF THIS FORM

This form is the preliminary step in the lease renewal process for your Section 8 subsidy tenants. Please follow the appropriate instructions below in order to expedite this process.

1. Complete, sign and date the Landlord statement.
2. Return this form to the SECTION 8 OFFICE INDICATED ON THE LETTERHEAD.
3. If this form is returned to you marked "Disapproved," please see reason for disapproval and proceed accordingly.

Upon return to you of this form marked "Approved," please submit to the Section 8 office indicated on the letterhead:

### For rent stabilized tenants:

1. copy of the rent stabilization rider to the lease;
2. copy of the rent stabilization lease renewal form indicating the new rent and lease term;
3. signed Housing Choice Voucher Housing Assistance Payments Contract (if provided by the Housing Authority);
4. signed Lead Based Paint disclosure form (if not previously submitted).

### For rent controlled tenants:

1. Either
  - a) a copy of the DHCR form indicating approval of the new rent, or
  - b) a copy of the DHCR form requesting approval of a new rent and the most recent DHCR form granting approval of a rent;
2. signed Housing Choice Voucher Housing Assistance Payments Contract (if provided by the Housing Authority);
3. signed Lead Based Paint disclosure form (if not previously submitted).

### For non-regulated tenants:

1. copy of the leases executed by the landlord and tenant indicating the new rent and lease term;
2. signed Housing Choice Voucher Housing Assistance Payments contract (if provided by the Housing Authority);
3. signed Lead Based Paint disclosure form (if not previously submitted).

For government regulated tenants (e.g., state and city Mitchell Lama, 236, etc.), the following is required at least expiration date:

1. signed Housing Choice Voucher Housing Assistance Payments Contract; (provided by the Housing Authority);
2. signed Lead Based Paint disclosure form (if not previously submitted).