

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

Housing Choice Voucher Program
Rental Checklist / Banned Owners List

When you find a unit, you and the property owner must complete the briefing packet. **You must return the completed briefing packet to your nearest Customer Contact Center (Monday – Friday, 8 am – 12 pm).** You cannot move into your new unit until NYCHA approves your rental request and issues you an *Authorized for Move-In Letter*.

Documents Required from Section 8 Property Owners/Managing Agents

- **Request for Tenancy Approval Form**. This form must be completed and signed by you and the owner.
- **Section 8 Property Owner Registration Form**. This form must be completed and signed by the owner or owner's authorized agent. If there is more than one owner on the deed, the individual designated as the payee must be indicated on this form. If the owner is new to the Section 8 program, a full mailing address must be provided (P.O. Boxes will not be accepted).
- **Request for Taxpayer ID Number and Certification - W-9 Tax Form**. This form must be completed and signed by the owner or authorized payee. The tax ID or social security number and the mailing address of the owner or authorized payee, must match the number and address on the owner registration form.
- **A Copy of the Previous Lease Agreement or the Homes & Community Renewal (HCR) Rent Registration Form (Only Required for Rent Stabilized Units)**. A copy of the previous lease agreement is required for all rent stabilized units. If the unit was never rented, a copy of the HCR *Initial Apartment Registration* form must be provided.
- **Disclosure of Information on Lead-Based Paint Form**. This form must be completed and signed by you and the owner.
- **NEW BUILDINGS - A Copy of the Recorded Deed for Property Owners Who Are NOT Already on the Program**. If the deed is not recorded, a copy of the unrecorded deed and a letter from the closing attorney must be provided to confirm ownership of the property.
- **NEW BUILDINGS - Certificate of Occupancy (CO)**. A Certificate of Occupancy (CO) states a building's legal use and/or type of permitted occupancy. New buildings must have a CO and existing buildings must have a current or amended CO. If NYCHA is unable to obtain a CO from the Department of Buildings' website, the owner must provide the CO or a "Letter of No Objection" for buildings built or altered in 1938 or later.

Additional Documents Required for Certain Unit Types

- **Condominiums/Cooperatives**. If the residence is in a condominium or a cooperative building, the submission must be written on official letterhead and signed by an Officer (Board Member) authorizing the rental of the unit.
- **Condominiums**. If the residence is part of a condominium, owners of the condominium are required to submit unit deeds.
- **Cooperatives**. If the residence is part of a cooperative, owners of the cooperative are required to submit proprietary leases and shareholders certificates.
- **Low Income Housing Tax Credit (LIHTC)**. To establish rent reasonableness for buildings that are in receipt of low-income housing tax credits, owners must submit a complete rent roll for the entire building, which includes bedroom size(s), at the time of the initial lease-up, lease renewal or contract rent change.
- **Property Owned by a Trust**. If a property is owned by a trust, documents submitted must be signed by a trustee. If the property is part of an estate, letters of testamentary (legal documents) must be included in the submission.
- **Receiverships**. For buildings under receivership, including 7A administrators, a document from the court appointing the receiver or 7A administrator must be provided.
- **Partnerships**. If there is a partnership agreement, the NYCHA *Section 8 Property Owner Registration Form* is required as proof to authorize a payee and it must be signed by each member of the partnership.



List of Property Owners Banned from the Section 8 Program

Below are the names of individuals or management firms/entities that NYCHA CANNOT engage in business with. Therefore, when searching for a unit, please do NOT attempt to rent a unit in buildings owned or managed by any of these entities. Please call the Customer Contact Center at (718) 707-7771 with any questions about this list.

#	Name of Owner / Management Firm / Entities (<i>Updated November 2019</i>)		
1	ACORN Entities	21	Harri Amani
2	Adrienne Smith	22	Kesha Diamond
3	Albert Wu	23	Kings Development Group Corp.
4	Amani Holdings	24	Kodra Realty Corporation
5	Amstaff Realty Inc. (George Statler)	25	Leika Quintas
6	Angel Curbelo	26	Luis Soto
7	Anthony McMillian	27	Lyubov Shleymovich
8	Antoine Mole	28	Michael Diamond a/k/a Keith Diamond a/k/a Jermaine Burton
9	Arthur Brooks	29	Michael Oakman
10	Bart Amendola	30	Mike Colon
11	Brugal Properties Inc.	31	Mid-Atlantic Group of New York
12	Cell Technologies LLC	32	Rafael Leon
13	Chun Kit Li	33	Regina Johnson
14	Craid Radix	34	Robert Campanelli
15	Cristian Pillco	35	Sanford Solny
16	Eugene Blount	36	Scott Schneider
17	Eva Alonzo - Sabando and Isabel Medranda	37	Taramatee Singh
18	Fidelis Izezor	38	Theresa Gibson a/k/a Theresa Harris
19	Gregory Polydore	39	Villa Carpi LLC
20	Gremco	40	Yi Li

Documents Required from Section 8 Applicants/Tenants when Adding a New Household Member

- **Third Party Verification – Consent to Release Information**
This form must be signed by all household members 18 years of age and older. The form provides authorization to the Housing Authority to verify income for the entire household.
- **Affidavit of Income for New Members to be Added to the Household – Section 8**
- **Copy of Birth Certificate**
- **Copy of Social Security Card or Alien Registration Card or Form I-94**
- **Proof of Income, Assets and Expenses: NYCHA Form 059.621**
- **Debts Owed to PHAs and Terminations**

* **NOTE FOR VASH APPLICANTS:** If you are a VASH applicant renting with NYCHA's Section 8 Program, you must contact the U. S. Department of Veterans Affairs to add a new household member.

Public Housing Authorities Outside NYCHA

To request a Transfer to a Public Housing Authority outside of NYCHA's jurisdiction, please complete and submit a NYCHA *Voucher Holder Request for Portability* at: <https://selfserve.nycha.info>

