



Client Name: _____

Date: _____

Letter Number: _____

Expiration Date: _____

**Rental Assistance Supplement:
Potential Eligibility Letter**

_____ may be eligible to rent an apartment with _____ number of bedrooms for up to \$_____ per month with CityFHEPS. The family must find a qualifying apartment and receive final approval to receive the rental assistance supplement.

Landlords will receive the full first month’s rent and the next three (3) months of the rental assistance supplement when the family is approved.

Landlords may also be eligible for a number of additional incentives. For more information on landlord incentives, visit www.nyc.gov/dsshousing.

Licensed brokers may receive a fee of up to 15% of the annual rent. The enhanced broker’s fee will be offered for as long as funding remains available. Visit <http://www.nyc.gov/dsshousing> to see if this enhanced fee is still available.

Refusal to accept CityFHEPS may constitute source of income discrimination under the NYC Human Rights Law Sec. 8-107(5)(a)(1)-(2) and/or (c)(1)-(3).

See **page 2** for required documents and further information.

Landlords must give the family the following completed documents:

1. Signed lease or written agreement to rent the apartment to the family for at least one year
2. Completed Landlord Utility Information (**DSS-8q**) form
3. Request for security
4. Landlord's **W-9** (needed to receive all payments)
5. Unit Hold Incentive Voucher (**HRA-145**), if requested
6. Payee form if the landlord makes someone his/her payee
7. Landlord Information Form
8. Proof of ownership

Brokers who request a broker's fee must also give the family these completed documents:

1. Broker's Request for Enhanced Fee Payment by Check (**HRA-121**)
2. Copy of the broker's current license

Please visit www.nyc.gov/dsshousing to download our forms mentioned in the tables above and for more information about CityFHEPS.

If you have any questions, please contact _____.
(contact name and number)

CityFHEPS is similar to the federal Section 8 program in that, subject to the availability of funding, it provides assistance, including rental assistance of specified amounts, to landlords and tenants who want to form a landlord-tenant relationship. Any contractual relationship will be solely between each tenant participating in the program and each tenant's landlord participating in the program.