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April 2, 2010

Dear Section 8 tenant:

Effective immediately, the New York City Housing Authority is implementing a new policy concerning the reporting of increases in income by Section 8 tenants.

Accordingly, if you or any member of your family 18 years or older has any of the following changes in income during the year:

- receives an increase in pay from their present job which is greater than \$2,400.00 per year,
previously unemployed and obtains employment,
previously received Public Assistance benefits and obtains new employment,
previously received Unemployment benefits and obtains new employment,
previously received Workman's compensation and obtains new employment,
a full-time student who obtains employment

you must call the NYCHA call center at 718-707-7771 and make an appointment to report the change in income within 30 days of the change. You should bring along supporting documentation to your appointment.

Failure to report this change in income within 30 days will result in a retro charge to your share of rent.

***** IMPORTANT *****

The New York City Housing Authority is authorized by federal law to require families receiving Section 8 subsidy to verify their reported income. This will ensure that federal funds are spent in a fair manner.

Accordingly, we are enclosing a Request for Transcript of Tax Return (IRS form 4506T). This form permits the Housing Authority to directly obtain a copy of your tax return for the year 2008. Please complete lines 1b, 2b (if applicable), 3 and 4. In addition, this form must be signed and dated by the head of household and spouse/ co-head of household (if applicable) and returned in the enclosed postage paid self-addressed envelope by April 16, 2010.

Failure to promptly return the completed form may result in your being terminated from the NYCHA Section 8 program.

NOTE: This form must be completed, signed and returned regardless of your source of income, even if you did not file a tax return for the year 2008.

Sincerely,

Leased Housing Department

Table with 5 rows containing translations of the document in English, Spanish, Chinese, Russian, and a final instruction to call the Language Services Unit.