

NYCHA 040.646 (Rev. 3/06) RENT: NYCHA RENT / PAYROLL DEDUCTION AUTHORIZATION		NEW YORK CITY HOUSING AUTHORITY							
NOTICE: THIS DOCUMENT AUTHORIZES NEW YORK CITY HOUSING AUTHORITY (NYCHA) TO AUTOMATICALLY DEDUCT YOUR PUBLIC HOUSING RENT DIRECTLY FROM YOUR NYCHA OR NYC EMPLOYEE PAYCHECK.									
PRINT NAME Employee/NYCHA Resident		(First)			(MI)		(Last)		
NYCHA Tenancy Information					Employee Information				
Home Street Address & Apt. No.					Employer		<input type="checkbox"/> NYCHA <input type="checkbox"/> New York City Agency: Name: _____ Payroll# _____ Pay Cycle: <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Weekly		
Borough									
Zip Code									
Home Phone # ()		Social Security No.			Employee ID No.				
Development		Work Phone # ()			Title				
Account No.		Residency Status			<input type="checkbox"/> Tenant (lessee) <input type="checkbox"/> Authorized Family Member		Work Location		
Rent Information									
Monthly <i>Minimum Due</i>		\$			Each Payroll Deduction (Half the monthly <i>Minimum Due</i>)			\$	
NOTE: These dollar amounts are based only on the current month's rent. The actual payroll deduction amount will fluctuate as the monthly <i>Minimum Due</i> increases or decreases.									
Employee Authorization									
<p>I am a tenant or authorized occupant of a NYCHA apartment. I am also employed by either NYCHA or a New York City (NYC) agency, as specified above. I hereby authorize NYCHA as follows:</p> <p>(1) To pay the monthly Minimum Due for the above listed apartment by automatically deducting that sum from my net employee pay, in <u>two installments every month</u>. The first half of the Minimum Due will be deducted from the first employee paycheck of the month and the second half of the Minimum Due will be deducted from the second employee paycheck of the month. No rent deduction will be made from the third employee paycheck of the month, during any month in which three payroll checks are issued.</p> <p>(2) The Minimum Due (on the rent bill) is usually the same as the Total Due, which includes all money owed on the rent account (regular rent, retroactive rent, one-time charges or fees, recurring charges and legal fees). The Minimum Due is less than the Total Due only if installment payments of part or all of the Total Due are agreed to by separate payment plan signed with NYCHA Management - then the Minimum Due requires payment of the lower monthly installment.</p> <p>(3) Payroll deductions shall be made from as much employee net pay as is needed to pay the entire Minimum Due. The payroll deduction amount will fluctuate as the Minimum Due increases or decreases.</p> <p>(4) No payroll deduction will be made if the net employee pay in any pay period month is not enough to pay half the Minimum Due. If a payroll deduction is not made in any pay period, the unpaid balance will be added to the next month's Minimum Due. If the balance is not paid through payroll deduction, the tenant remains obligated to pay the full amount of Minimum Due or the unpaid balance, directly to NYCHA.</p> <p>(5) This agreement shall terminate if I stop being employed by NYCHA or a NYC agency.</p> <p>(6) This agreement is voluntary and may be terminated by either party after written notice. The Termination Notice (NYCHA 040.674) is available at the NYCHA Management Office.</p> <p>(7) Payroll rent deductions may commence for the first full calendar month after this agreement is signed, or in the second month following, as determined by NYCHA.</p>									
Employee/NYCHA Resident- (Sign Name)				NYCHA Tenant/Lessee (Sign if different from Employee)				Date	
NOTICE TO DEVELOPMENT MANAGER: Do not approve unless Tenant is current in rent or has agreed to a Payment Plan for all arrears. Manager's Approval (Print & Sign Name)								Date	
QUESTIONS: Please contact the Development Management Office where you reside. DISTRIBUTION: ORIGINAL to Tenant Folder • COPY to Employee/Tenant • COPY to NYCHA Finance, Payroll Division									