



NEW YORK CITY HOUSING AUTHORITY

90 CHURCH STREET • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

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February 7, 2013

Dear Landlord,

Effective March 15th, 2013, in an effort to improve service to you, the Leased Housing Department will only accept barcoded versions of NYCHA form # 059.288: *Landlord Request for Lease Renewal Approval*, and NYCHA form # 059.297: *Affidavit of Compliance*. Any lease renewal request sent using outdated versions of these forms will be returned to you. Your lease renewal will be processed based on the date you submit the correct barcoded form.

You may obtain updated versions of NYCHA form # 059.288: *Landlord Request for Lease Renewal Approval*, and NYCHA form # 059.297: *Affidavit of Compliance* by:

- Instantly downloading forms from the Landlord Extranet. *If you are not a registered Landlord Extranet user, please visit www.nyc.gov/NYCHA for more information on how you can register.*
- Calling the Customer Contact Center at 718-707-7771 to request the forms by mail
- Visiting any NYCHA Walk-In Center:
 - Brooklyn/Staten Island: 787 Atlantic Avenue, 2nd Floor Brooklyn, NY 11238
 - Bronx/Manhattan: 478 East Fordham Road (1 Fordham Plaza), 2nd Floor Bronx, NY 10458
 - Queens: 90-27 Sutphin Boulevard, 4th Floor Jamaica, NY 11435

If you have any questions, please contact the Customer Contact Center at 718-707-7771. Your cooperation is greatly appreciated.

Thank you,

Leased Housing Department