



Department of Social Services

Client Name: _____

Date: _____

Letter Number: _____

Expiration Date: _____

Rental Assistance Supplement: Potential Eligibility Letter

_____ may be eligible to rent an apartment with _____ bedrooms for up to \$_____ per month with CityFHEPS. CityFHEPS may pay less if the rent is lower, there are fewer bedrooms, or if utility costs are not included in the rent amount. Please see the table on page 3 and below for more information on how this amount may change based on the number of bedrooms and utilities.

The family must find a qualifying apartment and receive final approval to receive the rental assistance supplement.

UTILITIES: Maximum rents vary based on the number of bedrooms and whether all or some utilities are included. Make sure you know which utilities, if any, are included in the rent. The maximum rent listed above assumes that all utilities are included in the rent. If utilities are not included, the CityFHEPS amount will be lower. The table on page 3 shows the different amounts based on the number of bedrooms and whether all or some utilities are included.

NOTE TO POTENTIAL TENANT: DSS will pay the standard based on the actual rental, not the amount on this shopping letter. For example, if your shopping letter says you can rent an apartment with 3 bedrooms for \$3,385, but you rent an apartment with 2 bedrooms, DSS will only pay up to the standard for a 2 bedroom apartment which is \$2,696. Also, if you have a shopping letter for a 1 bedroom and you find a 2 bedroom within the amount you were approved for, you may still rent the 2 bedroom. If you have questions about a particular unit you are viewing or any special circumstances you may encounter, ask your case manager to escalate the unit for review. **Never move into an apartment without getting a final approval from DSS letting you know that we will pay for it.**

NOTE TO POTENTIAL TENANT AND LANDLORD: Similar to Section 8, all rents must pass a rent reasonableness test, meaning the rent charged may not exceed other rents that are charged for comparable units in the neighborhood. The rent reasonableness test is only done after all paperwork is submitted to DSS. Additional information on rent reasonableness can be found on the DSS CityFHEPS website at <https://www1.nyc.gov/site/hra/help/cityfheps-documents.page>.

ADDITIONAL CITYFHEPS INFORMATION

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 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 **below** for required documents and further information.

Landlords must give the family the following completed documents:
<ol style="list-style-type: none">1. Signed lease or written agreement to rent the apartment to the family for at least one year (utilities tenant is responsible for must match Landlord Utility Form)2. Completed Landlord Utility Information (DSS-8q) form3. Request for security voucher (W-147N)4. Landlord's W-9 (needed to receive all payments)5. Unit Hold Incentive Voucher (HRA-145), if requested6. Landlord Information Form (DSS-8f)7. Proof of ownership
Brokers who request a broker's fee must also give the family these completed documents:
<ol style="list-style-type: none">1. Broker's Request for Enhanced Fee Payment by Check (HRA-121) (broker name should be the name of the brokerage company not the name of the individual broker)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)

DSS CITYFHEPS PAYMENT STANDARDS EFFECTIVE 01/01/2023

Maximum Rent Amounts

Family Size	Unit Size	All Utilities Included	Without Cooking Gas & Electric	With Cooking Gas Only	With Electric Only	No Utilities Included
1	SRO	\$1,751	\$1,652	\$1,676	\$1,727	\$1,574
1	0 (Studio)	\$2,335	\$2,236	\$2,260	\$2,311	\$2,158
1 or 2	1	\$2,387	\$2,275	\$2,302	\$2,360	\$2,184
3 or 4	2	\$2,696	\$2,555	\$2,586	\$2,665	\$2,443
5 or 6	3	\$3,385	\$3,214	\$3,249	\$3,350	\$3,084
7 or 8	4	\$3,647	\$3,446	\$3,485	\$3,608	\$3,296
9 or 10	5	\$4,194	\$3,963	\$4,006	\$4,151	\$3,794
11 or 12	6	\$4,741	\$4,510	\$4,553	\$4,698	\$4,341
13 or 14	7	\$5,288	\$5,057	\$5,100	\$5,245	\$4,888
15 or 16	8	\$5,835	\$5,604	\$5,647	\$5,792	\$5,435
17 or 18	9	\$6,383	\$6,152	\$6,195	\$6,340	\$5,983
19 or 20	10	\$6,930	\$6,699	\$6,742	\$6,887	\$6,530

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.