

ATTACHMENT R-5: RENT PAYMENT HISTORY OR CREDIT REVIEW
& AUTHORIZATION TO RELEASE INFORMATION

To be completed by the applicant after it has been determined that the applicant is otherwise eligible for an available affordable unit.

Name: _____

Log #: _____

Development Name: FOREST HILLS MHA APARTMENTS

Instructions to applicant: This form has two parts. In Part 1, please choose if you want to consent to a credit check or, in place of a credit check, to provide evidence that you paid your full rent for the past 12 months. In Part 2, please confirm that the New York City Department of Housing Preservation and Development may verify your application information with current and former employers. Marketing Agents are not permitted to run credit checks on or to require evidence of monthly rent payments from applicants receiving any type of rental subsidy or on applicants in process for a unit that has been designated for any type of project-based rental subsidy.

PART 1: RENT PAYMENT HISTORY OR CREDIT CHECK

Do you wish to (1) provide evidence that you paid your full rent for the past 12 months or (2) proceed with a credit check? Please write your initials in the space provided under your choice of option 1 or 2, below.

OPTION 1 – EVIDENCE OF RENT PAYMENTS

Provide the following documentation showing have paid your full rent for the past 12 months:

- ☐ **A.** Proof of the amount you are supposed to pay in rent each month. Examples:
- Lease
 - Letter from the building owner or manager

AND

- ☐ **B.** Proof of payment for the past 12 months. Examples:
- Formal rent receipts
 - Bank statements or other proof of monthly withdrawals / payments / transfers
 - Money order receipts or copies
 - Canceled checks
 - Landlord's written record of rent payments (rent ledger)

Note: if the information you provide is incomplete or unclear, you will be contacted by this office for your consent to ask your landlord to verify or supply a rent ledger or to run a credit check.

➔ Initial here if you choose Option 1, Evidence of Rent Payments:

OPTION 2 – CREDIT REVIEW

If you do not wish to provide rental payment history, or are unable to, you may proceed with a review of your credit. The marketing agent can run a credit check (this can have a maximum fee of \$20). If you provide a credit check that was conducted on you within the past 30 days, an additional credit check will not be conducted, and you will not be charged a fee.

Please write your initials next to one of the choices below:

➔ I choose to proceed with a credit check (may come with up to \$20 fee):

➔ I am providing a copy of a credit check conducted within the past 30 days:

OPTION 3 – RENTAL SUBSIDY – NO CREDIT CHECK

☐ I have a tenant-based rental subsidy

☐ I will receive project-based rental subsidy in connection with this unit

PART 2: AUTHORIZATION TO RELEASE INFORMATION

Federal regulations require that we verify the program eligibility of all members of families applying for an apartment. To comply with this requirement, your cooperation is needed in supplying any information that may be requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release of such information appears below. Thank you for your assistance.

Sincerely,
New York City Department of Housing Preservation and Development

Release by Applicant/Tenant

I hereby authorize you to furnish all requested information. I understand that by signing this release form, I am authorizing the New York City Department of Housing Preservation and Development, the New York City Housing Development Corporation, and the New York City Department of Investigation to contact my current and previous employers to verify the information provided with my application.

Applicant's Name (PRINTED)

Applicant's Signature

Date