

**Announcement of New APS Forms:
Request For Current Lease (APS-795) and
Request for Updated Lease (APS-796)**

(This Policy Bulletin replaces HPP-1904-02)

APS-PB-2024-002 Date: July 12, 2024	Subtopic(s): Eligibility, Rent Assistance, Requesting Documents
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The purpose of this policy bulletin is to inform all Adult Protective Services (APS) staff of two new APS forms to be used to obtain client leases from landlords so that APS can apply for SCRIE benefits for APS clients.

The new forms are:

1. Request for Current Lease (**APS-795**), and
2. Request for Updated Lease (**APS-796**).

The **APS-795** and **APS-796** are letters to assist with APS' initiatives to obtain SCRIE benefits for all eligible APS clients. These letters will be sent to landlords or management companies requesting a copy of the current lease for APS clients who are eligible for but do not have SCRIE as well as updated leases for existing APS clients who are recertifying their eligibility for SCRIE benefits, respectively.

APS' Financial Management Unit (FMU) is responsible for ensuring that the client's rent is paid in a timely manner. FMU will send the **APS-795** to request the current lease so that they can submit the SCRIE application on behalf of the client, which if approved, will assist the client with meeting their housing costs.

The **APS-796** is designed to be used by APS workers when taking housing budgeting actions to aid a client in the meeting housing costs. APS staff will send the request for updated lease to assist the client with recertifying for SCIRE benefits.

A sample of the new forms is attached.

Effective Immediately

Attachments:

[APS-795](#)

Request for Current Lease

[APS-796](#)

Request for Updated Lease



Department of Social Services

Human Resources Administration
Department of Homeless Services
APS-795 (E) 05/31/2024

Adult Protective Services

Request Date: _____

REQUEST FOR CURRENT LEASE

Landlord/Management

Address

HRA Client/Tenant Name

SAMPLE

We request your cooperation with the NYC Human Resources Administration (HRA) in our effort to obtain the most recent lease and/or ledger for the above HRA client, a tenant in your building.

The HRA Financial Management Unit (FMU) currently serves as the representative payee for

_____. FMU is responsible for paying the client's rent and certain other expenses. HRA is also committed to obtaining for the client all eligible benefits and entitlements, such as SCRIE/DRIE. For these reasons, both a current and previous lease are required.

Please send the most current lease to the below address/email address:

HRA SCRIE/DRIE processing Unit
109 East 16 street, 7th Floor
New York, NY 10003
apscrie@hra.nyc.gov

If you have any questions, please call **929-252-6134**.

Thank you for your prompt attention.

Sincerely,

HRA SCRIE/DRIE Processing Unit



**Department of
Social Services**

Human Resources Administration
Department of Homeless Services
APS-796 (E) 05/31/2024

Adult Protective
Services

Request Date: _____

REQUEST FOR UPDATED LEASE

Landlord/Management

Address

HRA Client/Tenant Name

We request your cooperation with the NYC Human Resources Administration (HRA) in our effort to obtain the most recent Lease and/or ledger for the above HRA client, a tenant in your building.

As a client, HRA is committed to obtaining all benefits and entitlements that _____ is eligible for, such as SCRIE/DRIE. For this reason, both a current and previous lease may be required.

Please send the most current lease to the below address/email address:

HRA SCRIE/DRIE processing Unit
109 East 16 street, 7th Floor
New York, NY 10003
apscrie@hra.nyc.gov

If you have any questions, please call **929-252-6134**.

Thank you for your prompt attention.

Sincerely,

HRA SCRIE/DRIE Processing Unit