

FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-54-OPE

## **REINSTATING FORM W-501P**

<b>Date:</b> June 2, 2008	Subtopic(s): Forms		
His procedure can now be accessed on the FIAweb.	This policy bulletin is to inform staff at the Job Centers, Case Managers, and Housing Specialists in the Employment Incentive Housing Program (EIHP) that the Employment Incentive Housing Program (EIHP) Rider to Lease Form ( <b>W-501P</b> ) that has been obsolete since 2006 (see <u>PB #06-158-OPE</u> ), is being reinstated and revised. The form is needed for participants who are still in the program, and who may need to move, with good cause, from one EIHP apartment to another.		
	Revisions:		
	The following has been added to the <b>W-501P</b> :		
	<ul> <li>Two new boxes binding the Landlord to the lease</li> <li>An agreement for the Landlord to notify HRA of the commencement of any legal proceedings</li> </ul>		
	Effective Immediately   Related Items:   PB #06-158-OPE   PD #01-47-EMP   Attachment:		
Please use Print on Demand to obtain copies of forms.	W-501P	Employment Incentive Housing Program (EIHP) Rider to Lease (Reinstated 6/2/08)	



## Employment Incentive Housing Program (EIHP) Rider to Lease

RIDER to Lease between		and	
	(Landlord)	(EIHP	Tenant)
dated The Landlord and the EIHP T Lease, the provisions of this	Fenant agree that in the event of any con Rider shall prevail.	flict between the provisions	of this Rider and the
against the rent obligation un ongoing monthly Cash Assis	t as long as he/she is a participant in the ider the Lease, he/she will authorize pays tance shelter allowance. The Landlord ac helter allowance is subject to all applicabl	ment directly to the Landlore cknowledges that the amour	d of the EIHP Tenant's nt of the EIHP
against the rent obligation un Supplement provided the EII	t as long as he/she is a participant in the ider the Lease, he/she will authorize pays IP Tenant under the EIHP. The Landlord Rent Supplement is subject to all applic	ment directly to the Landlord I acknowledges that the amo	d of the EIHP Monthly Rent ount and duration of the
Resources Administration (H agreement with the Landlord	nant understand that the Landlord has an RA) regarding the Land ord's participat o if the Landlord materially violates its obli ut not the obligation) to terminate the Lea	n in the E HP. HRA has the gation under this agreemen	right to terminate its
The Landlord agrees that tenancy, the rent of the E	t, for a period of iwenty-four (24) months THP Tenant of any successor EIHP Tena	during an E HP tenancy, In ant, shall not exceed the rer	cluding a successor EIHP tt provided for in the Lease.
tenancy, the rent of the Lease. The EIHP Tenan continues to participate rent, if any, applicable to	at, for a period of twenty-four (24) months EIHP Tenant or of any successor EIHP T it shall have the right to renew the Lease in EIHP) and, if the EIHP Unit is not subju- the renewal period shall be the greater or (b) the rent increase that would be all	enant, shall not exceed the for an additional year (prov ect to the rent stabilization la of (a) five percent (5%) of th	rent provided for in this ided the EIHP Tenant aw, the increase in monthly ine monthly rent in effect for
The Landlord represents that	t the subject apartment (EIHP Unit) (Che	ck one 🔽 )	
☐ is subject to rent stabil	lization.	nt stabilization.	(Initial here)
The Landlord represents that	t the subject apartment's State Division o	f Housing and Community F	Renewal's (DHCR)
building registration identifica	ation number is		(Initial here)
The Landlord warrants and re	epresents that the EIHP Unit, at		
Apartment #, w	vas leased to the EIHP Tenant at a rental	i of \$	_ per month by WRITTEN
states that the EIHP Unit is or rent stabilization, the Landlor	directly prive or is not subject to the rent stabilization lated and warrants and represents that the renta HRC registration number for these premi	w as indicated above. If the I provided in this Lease is a	EIHP Unit is subject to t or below the lawful

If the EIHP Unit is subject to rent stabilization, the Landlord shall, unless it has already done so, will promptly register the rent and services of the EIHP Unit with DHCR. Attention: Rent Registration Unit. If this EIHP Unit was rented after it had been initially registered, the Landlord shall register the rent and services with DHCR at the time of filing the annual registration.

The Landlord agrees to notify HRA of the commencement of any legal proceeding affecting the EIHP Tenancy or this Lease by serving the Commissioner of HRA at: Human Resources Administration, Office of Legal Affairs, 180 Water Street, 17th floor, New York, New York 10038.

## Landlord's Acknowledgment

If the EIHP Unit is subject to the rent stabilization law, the "Rent Stabilization Rider for Apartment House Tenants in New York City" is incorporated herein by reference and is made part of this Lease.

Date	Landlord
	EIHP Tenant
Individual Acknowledgment	
STATE OF NEW YORK, COUNTY O	F:
On this day of foregoing Agreement freely and as a	, 200, before me and to me known personally appeared, executed and acknowledged the voluntary act for the uses and purposes therein mentioned.
	Notary Public
Partnership Acknowledgment	
On this day of	200, personally appeared, before me
	known to me to be a member of the firm of
	and known to me to be the person described in and who executed
the foregoing Agreement in the firm of	for the purpose and
uses therein mentioned.	
	Notary Public
Corporation Acknowledgment	
STATE OF NEW YORK, COUNTY OF	:
On this day of	200, deponent,
	own, who, being by me duly sworn, did depose and say that the deponent
that the deponent is the	of the
	xecuted the foregoing Agreement; that deponent knows the seal of said
Corporation: that the seal affixed to the for	regoing Agreement is such Corporation seal; that is was so affixed by order
•	
of the Board of Directors of said Corporati	on; and that the deponent signed deponent's name by the same order.