

Addendum to the HPD-HDC Marketing Handbook
Temporary Waiver to Section 4-4(A): Re-rentals and Resales, Mini Lotteries
Effective May 1, 2025, through April 30, 2026

The City is introducing a waiver to Section 4-4(A) of the HPD-HDC Marketing Handbook in order to further its commitment to connecting vulnerable New Yorkers to affordable housing more quickly and with fewer barriers. This waiver, which is detailed below, temporarily removes requirements for certain developments to use NYC Housing Connect for re-rentals and resales while the New York City Department of Housing Preservation and Development (HPD) and the New York City Housing Development Corporation (HDC) (“the Agencies”) work on enhancements to the NYC Housing Connect portal that will better serve housing seekers and owners alike. It is anticipated that within one year’s time, HPD and HDC will introduce new functionality to NYC Housing Connect that will replace current procedures for leasing and selling units at turnover.

The policies and procedures outlined below will supersede Section 4-4(A) of the HPD-HDC Marketing Handbook for the effective period of this waiver or until the Agencies announce otherwise.

Process

1. The Marketing Agent publicizes re-rental/resale opportunities in a way that is accessible to the public, such as on the New York City Department of Housing Preservation and Development (HPD)’s website, the New York City Housing Development Corporation (HDC)’s website (where required), the company website, or commercial platform.
 - a. For HPD projects, opportunities can be for general waitlists or a specific project/unit.
 - i. Marketing Agent must provide HPD a link for housing seekers to find such opportunities that HPD will publish on its re-rental/resales page. Email links to Alexander McQuilkin at mcquilka@hpd.nyc.gov.
 - b. For HDC projects, advertisements for re-rentals or resales must be submitted to and approved by HDC and posted on HDC’s website.
2. Applicants contact each property directly in response to the advertisement or listing to apply.
 - a. Applicant information, income, household size, contact information, and place on any applicable property or portfolio waitlist(s) are maintained by owner/agent, outside NYC Housing Connect.
 - b. HPD/HDC reserve the right to request such waitlists, if applicable, for review.
3. Applicants are processed in first-come, first-served order and/or according to the Marketing Agent’s written procedures that are consistent with applicable laws and applied consistently and fairly to all applicants. Such procedures may include tenant transfers among units for which they are eligible.
4. The Marketing Agent contacts applicants for eligibility verification in accordance with the HPD-HDC Marketing Handbook.

- a. The Marketing Agent must use standard language for all applicant communication by utilizing the form letters (“H-notices”) from the HPD-HDC Marketing Handbook attachments.
5. When the Marketing Agent confirms an applicant is income eligible, they must submit unit and applicant information to the Agency for signoff, including:
 - a. For HPD projects:
 - b. Date of vacancy
 - c. Unit details (rent, AMI, etc.)
 - d. Applicant file (household member details, Tenant Income Certification, primary residence affidavit)
 - e. Rent roll
 - f. For HDC projects:
 - i. Complete tenant file, including AIF, TIC, and application

Note: From May 1, 2025, through April 30, 2026, HPD will accept applicant files for re-rentals or resales outside of Housing Connect. To do so, HPD is developing a tool for file submission on the FormAssembly platform that HPD expects to be available in May 2025 for submissions. HPD will notify marketing agents when the tool has launched and provide instructions for using it. If the Marketing Agent is ready to submit an applicant file prior to the FormAssembly tool launch, they should email their HPD Housing Connect project manager.

6. HPD/HDC confirms that owner/agent-reported household size and income information match the affordable unit details (limited check, AKA “modified file review”).
7. HPD/HDC issues decision (approve/deny) on the file within 3 business days. Then:
 - a. Approved applicants can proceed to move in
 - b. Files with errors or discrepancies will be sent back to the owner/agent and may delay the approval process beyond the 3-day turnaround expectation
 - c. HPD/HDC reserve the right to audit owner/agent files (submitted and not submitted)
8. All re-rental and resale files are required to be submitted to the Agencies. However, only files for certain project types must be submitted to the Agencies before move-in can occur. Projects subject to the following requirements must be pre-approved by the Agencies before move-in:
 - a. HDC regulatory agreement
 - b. Chapter 51 of Title 28 of the Rules of the City of New York (Section 421-a tax benefit)
 - c. Chapter 63 of Title 28 of the Rules of the City of New York (Section 485-x tax benefit)
 - d. Chapter 64 of Title 28 of the Rules of the City of New York (Section 467-m tax benefit)
 - e. Chapter 41 of Title 28 of the Rules of the City of New York (Inclusionary Housing Program)
9. For any units not subject to the aforementioned requirements in 8(a) through 8(e), the applicant file may be submitted after move-in if the owner/agent chooses to do so (including where a project is subject to an HPD regulatory agreement that includes a requirement for application submission before move-in). However, if after reviewing the files, the Agency finds an ineligible tenant was moved in, the Agency may rescind the waiver of the requirement to submit applicant files before lease-signing.