**ATTACHMENT L-2**

**TENANT INCOME CERTIFICATION (TIC) SUBMISSION COVER LETTER**

**MEMORANDUM**

To: Director of Marketing, NYC HPD or VP Compliance, HDC

From:

Date:

RE: <Project Name>

**TENANT INCOME CERTIFICATION (TIC) SUBMISSION COVER LETTER**

The following files are submitted for HPD or HDC review.

Our office has reviewed the files carefully and believes that they meet all criteria mandated by the program and the Agencies, as well as the owner-elected criteria disclosed in the project’s marketing plan. We further believe that the files contain all required verification documents.

Regarding the criminal background checks on the applicants hereby submitted, we confirm the following:

* There were no indications of any prior housing fraud.

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Thank you for your attention to the timely review of these files.

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| **Applicant Name** | **Log Number** | **Preference Code** | **Unit Number** |
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