

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Bronx Customer Contact Center
478 East Fordham Road, 2nd Fl.
Bronx, NY 10458

Brooklyn Customer Contact Center
787 Atlantic Avenue, 2nd Fl.
Brooklyn, NY 11238

Customer Contact Center: (718) 707-7771

A. Dear Participant:

You are responsible for completing your annual recertification. If you are unable to complete your Annual and/or Interim Recertification on your own and would like assistance, you can request help by contacting the NYCHA Customer Contact Center. Once we receive your request, NYCHA staff will contact you to assist you with completing your recertification by phone.

While helping you with your annual recertification, NYCHA staff will enter the information exactly as you provide it into the Self Service Portal online recertification form. When the recertification assistance is complete, and you have access to the Self-Service Portal, you may review the information to confirm its accuracy online via the Self-Service Portal.

You are responsible for providing true and accurate information to NYCHA regarding your household income and composition. NYCHA will not be responsible for any information you provide that is incorrect or false.

I consent to NYCHA assisting me with completing my recertification on the Self-Service Portal.

☐ Yes, I consent. I understand this consent will remain in place until I rescind the consent in writing.

☐ No, I do not consent and understand I remain responsible for completing my recertification.

PARTICIPANT PRINT NAME

PARTICIPANT SIGNATURE

SIGNATURE DATE
(mm/dd/yyyy)

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