

Renewing Your Lease Can Keep Your Rent Affordable In NYCHA!

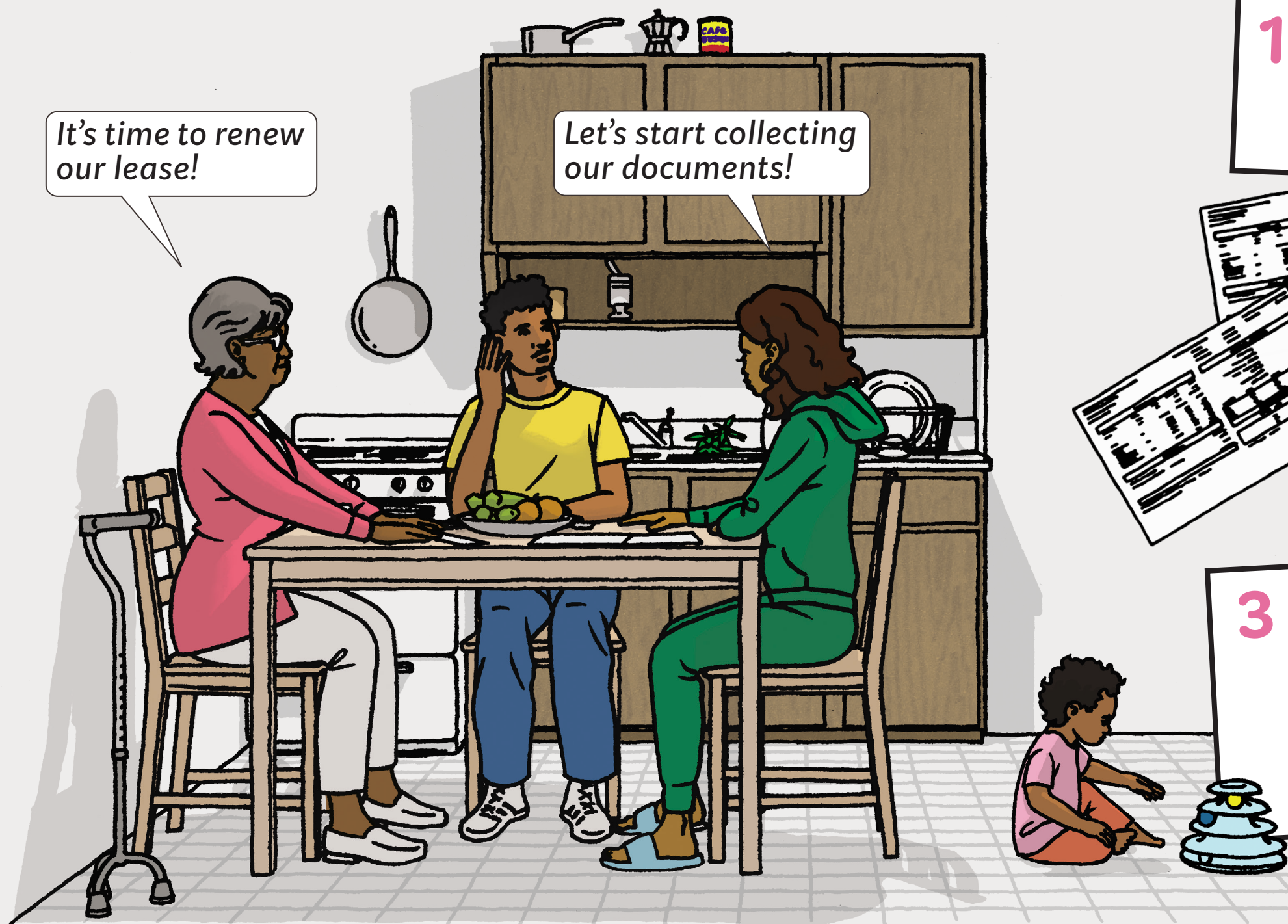
If you live in NYCHA, your rent should be **30%** of your family income.

Renewing your lease yearly (called the **ANNUAL REVIEW**) can help make sure you're paying the right amount and that you're not overpaying or owe NYCHA any back rent.



It's time to renew our lease!

Let's start collecting our documents!



WHAT Will I Need To Renew My Lease?

1 UPDATE YOUR HOUSEHOLD
Report changes like if someone's moved out, passed away, or been added to the household.

2 REPORT YOUR INCOME
Collect paperwork that shows your best average income for the year.

If you have zero income, NYCHA has a **ZERO INCOME POLICY** that allows \$0 monthly rent if you complete an interview with your Housing Assistant and recertify every 90 days.

3 CLAIM DEDUCTIONS
If you have dependents, **CHILD CARE EXPENSES**, are 62 or older, disabled, or have **MEDICAL/ DISABILITY EXPENSES**, you can deduct some money from your total household income.

HOW DO I RENEW MY LEASE?

1 LOG INTO THE PORTAL
Go to **SELSERVE.NYCHA.INFO**
Reset your password, if needed.

2 SCAN AND UPLOAD YOUR DOCUMENTS
Ask for help if you need it!

3 REVIEW AND SUBMIT
Screenshot your service request number.

If you need help, meet with your NYCHA Housing Assistant!

4 APPROVAL
You'll receive a letter in the mail explaining your rent for the next year.

What If I Think My Rent Is WRONG?

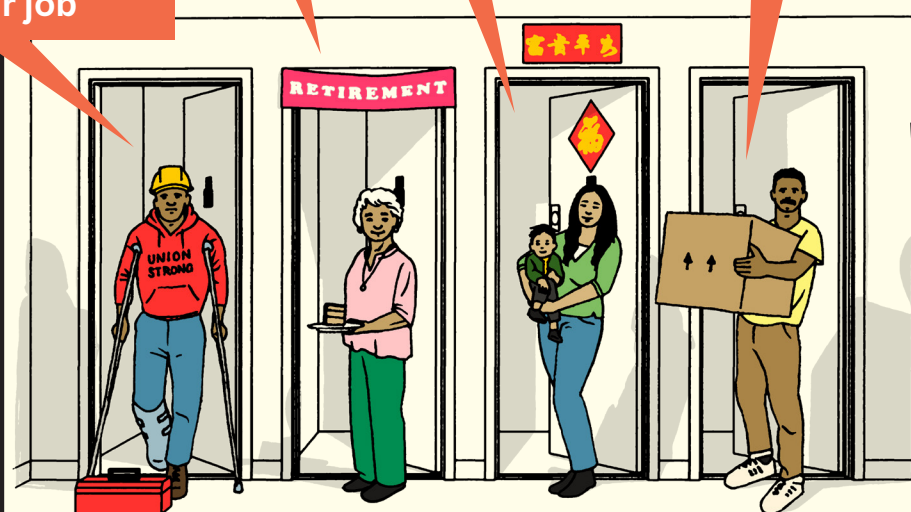
INTERIM RECERTIFICATION
If there are life changes in your household during your lease period like someone:

Has a reduction in hours or loses their job

Retires

Had a baby

Moves out



You can submit an **INTERIM RECERTIFICATION** to lower your rent. Report changes in the same month they happen!

RENT GRIEVANCE
If you think your annual rent has **NOT** been calculated correctly:

1 Reach out to the **PROPERTY MANAGEMENT OFFICE** to schedule a meeting.

2 Write a grievance at **SELSERVE.NYCHA.INFO** to get a rent adjustment or credit.

3 Within **30 DAYS**, your Property Manager should schedule another meeting and either approve or deny your request.

Scan for more information!

