



Unit Hold Incentive Voucher

The New York City Human Resources Administration ("HRA") will provide an additional check for the equivalent of one month's rent (in the amount listed below) as an incentive for holding the apartment while HRA completes the approval process. This voucher must be submitted as part of a rental assistance housing packet and the incentive check will be provided along with all other initial rent and bonus payments.

Approval of the packet is conditioned on, among other things:

- The tenant continuing to be otherwise eligible for the rental assistance program;
- The apartment passing any applicable inspection or safety and habitability assessment;
- The landlord submitting all applicable rental documents for HRA approval; and
- HRA confirming that it is not already making payments for this apartment or unit on behalf of anyone who is no longer residing there.

This voucher is available to landlords renting apartments to CityFHEPS and HRA HOME TBRA clients, FHEPS clients moving out of a DSS shelter, clients moving out of a DHS shelter with a Special One Time Assistance (SOTA) grant, and veterans moving out of DHS shelter with a VASH voucher. It may also be available in other limited circumstances. If the tenant ultimately does not move into the apartment following lease signing, the incentive must be refunded (call 718-557-1399).

A. Landlord or Management Company Information		
Name <i>BRP CATON Flats LLC</i>	Phone <i>929-831-8777</i>	
Address <i>111 Fifth Avenue - 9th fl.</i>		
City <i>New York</i>	State <i>NY</i>	Zip Code <i>10003</i>
Check One: ☒ Landlord ☐ Management		
B. Rental Unit		
Address <i>800 Flatbush Avenue</i>	Apartment #	Monthly Rent
<i>Brooklyn, N.Y. 11226</i>	<i>819</i>	<i>\$2,307.00</i>
C. Tenant (only one Household may be selected per apartment)		
Name	Rental Assistance Type	
<i>Zephariah Sarns</i>	<i>CITYFHEPS</i>	

I certify that I own or manage the above-named rental unit and, that the unit is currently vacant. I agree not to lease the unit to any other third-party while the application is being processed.

By signing below, I understand that nothing in this document creates a legally enforceable agreement or guarantee by HRA.

Ashley Maldonado
Landlord/Authorized Agent's Name

Amal Chauhan
Landlord/Authorized Agent's Signature

9.4.2024
Date



Landlord Utility Information

Note to Landlord:

FHEPS can only be used towards a residence within the five (5) boroughs of New York City. However, CityFHEPS can be used towards a residence anywhere in New York State. Please note that the rent and utility amounts provided on this form are only valid for potential FHEPS tenants or for potential CityFHEPS tenants who are moving within New York City. If your tenant is applying for CityFHEPS and is moving outside of New York City, but within New York State, please go to the DSS CityFHEPS website to find the statewide amounts at <https://www1.nyc.gov/site/hra/help/cityfheps-documents.page>.

Instructions to Landlord:

Please identify the utilities available for the available rental unit and whether the expense is incurred by you or the tenant.

The unit I am renting is located at (list address):

800 Flatbush Avenue, Brooklyn, N.Y. 11226 APT#819

Actual Number of Bedrooms: 0

Number of Bedrooms on Shopping Letter: 1

Is this Apartment Rent Stabilized? ☒ Yes ☐ No

Item	Specify Fuel Type				Paid By (check one)	
Heating	☒ Gas	☐ Electric	☐ Oil	☐ Other: _____	☒ Landlord	☐ Tenant
Cooking	☒ Gas	☐ Electric	☐ Oil	☐ Other: _____	☒ Landlord	☐ Tenant
Water Heating	☒ Gas	☐ Electric	☐ Oil	☐ Other: _____	☒ Landlord	☐ Tenant
Other Electric	<u>Electric</u>				☐ Landlord	☒ Tenant

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I understand that when the tenant incurs the expense for utilities, the maximum rent DSS will approve will be the fair market rent minus the Utility Allowance, as shown in the attached schedules. DSS will pay the full regulated rent if it is less than this amount.

I swear or affirm that the information I have provided about the utilities for this unit is accurate. If I have misrepresented this information, DSS will reduce the ongoing rent by the appropriate amount and recoup past over-payments.

Ashley Maldonado
Landlord Name

9/4/2026
Date

[Signature]
Landlord Signature

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