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May 24, 2019

Office of Integrated Housing Management Memorandum #2019 – B – 04

To: All Limited Profit and Limited Dividend Housing Companies Owners,
Managing Agents and Site Managers

From: Alfred Walcott, Director
Office of Integrated Housing Management (“OIHM”)

Subject: **Mandatory New Procedures for Submitting Calendar Year 2018
Income Affidavits**
Follow-up Notification to OIHM’s Memorandum #2019-B-1, Occupants’
Annual Affidavit of Household Income for Calendar Year 2018 Income
Review Procedure.

**Note the Following New Procedures
for returning Calendar Year 2018 Income Affidavit Packages**

Below are instructions for Housing Companies to submit Annual Income Affidavits to DHCR. For housing companies sending **24 or fewer completed income affidavits**, please use the process outlined in **Version 1** below. For housing companies sending **25 or more completed income affidavits**, please use the process outlined in **Version 2** below.

Compliance is mandatory.

Version 1. Instructions for returns containing 24 or less completed Income Affidavits:

Housing Companies submitting **less than 25** completed Income Affidavits must scan and email affidavits directly to Patrice.Richardson@nyshcr.org along with:

- HM-73a (Summary Sheet) and;
- HM-73b (Excel Tabulation Sheet).

Email Subject must be in the following format: **Housing Company Name – DHCR #- Income Affidavit Package Calendar Year 2018**

Each email must contain:

- an HM-73a (Summary Sheet);
- an HM-73b (Tabulation Sheet) in excel format;
- and every completed HM-73 (Income Affidavit).

Attachments should be labeled as follows:

- **1st attachment-** HM-73a (Summary Sheet) – Title of the file must be in the following format: **Housing Company Name.DHCR#.HM-73a.CY2018**
- **2nd attachment-** HM-73b (Tabulation Sheet) **must** be an excel spreadsheet- Title of the file must be in the following format:
Housing Company Name.DHCR#.HM-73b.CY2018
- **3rd attachment-** will be all HM-73s filed (Income Affidavits) must be scanned and saved as one PDF file if possible – Title of the file must be in the following format:
Housing Company.DHCR#.HM-73.CY2018

PLEASE NOTE: Do not scan the back of Income Affidavits (HM-73)

Version 2. Instructions for returns containing 25 or more completed Income Affidavits:

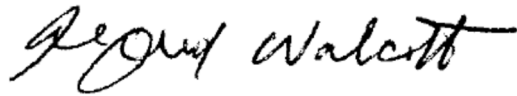
Housing Companies submitting **more than 25** Income Affidavits must use the DHCR **MySend** application to upload all completed income affidavits electronically to DHCR.

- To install the **MySend** application, Click the following link:
<https://mysend.ny.gov:443/nys/send/to/dropbox/oihm>
- Download and install the **MySend** application which includes a mandatory plugin that **MUST** be installed in order to upload files to DHCR
- Upon installation completion, housing companies will have immediate capability to upload Income Affidavit Packages to DHCR.
- The following three files must be uploaded to **MySend via the Contents*** button:
 - **HM-73a (Summary Sheet);**
 - **HM-73b (Tabulation Sheet) in excel format;**
 - Every completed **HM-73 (Income Affidavit).**
- **Attachments should be labeled as follows:**
 - **1st attachment-** HM-73a (Summary Sheet) – Title of the file must be in the following format: **Housing Company Name.DHCR#.HM-73a.CY2018**
 - **2nd attachment-** HM-73b (Tabulation Sheet) **must** be an excel spreadsheet- Title of the file must be in the following format:
Housing Company Name.DHCR#.HM-73b.CY2018
 - **3rd attachment-** will be all HM-73s filed (Income Affidavits) must be scanned and saved as one PDF file if possible or multiple files as per below instructions – Title of the file(s) must be in the following format:
Housing Company.DHCR#.HM-73.CY2018 or
Housing Company.DHCR#.HM-73.CY2018.Building Code

- **PLEASE NOTE:** Do not scan the back of Income Affidavits (HM-73).
 - If you have more than one scanned file for HM-73s, the files must be compressed into one zip file for DHCR to extract.
 - Each zip file must be organized by building codes and apartment numbers.
- After uploading documents to MySend, **Click check box*** ☒ to accept Terms of Service **Click to* Send Package**

Should you have any questions on this procedure, please email Patrice Richardson at patrice.richardson@nyshcr.org or call (212) 480-7271.

Very truly yours,

A handwritten signature in black ink, appearing to read "Alfred Walcott", written in a cursive style.

Alfred Walcott