## OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2021 – B – 5

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

**From:**   Alfred Walcott, Director
Office of Integrated Housing Management

**Date:**   March 25, 2021

**Subject:** Amended Revised Procedures for Occupants' Annual Affidavit of Household Income for Calendar Year 2020 Income Review Procedure

---

This memorandum amends the earlier issued memorandum #2021 – B – 4 with respect to the due date for resident submission of Calendar year 2020 Income Affidavits. It also provides a revised timetable for the income review and surcharge tabulation process.

## Annual Income Affidavit Process

- The deadline for Tenants/Cooperators to return Calendar Year 2020 Income Affidavits to the Housing Company is hereby extended to **May 31, 2021.**

## New Timetable for Income Review Procedure

**April- May**   Tenants/Cooperators **MUST** complete and return income affidavits to housing company by **May 31, 2021**.

**June**   Review income affidavits, complete Section D, and prepare Surcharge Information Tabulation Sheets.

---

**Send follow-up letters** to tenants who have not returned a completed income affidavit or required documentation.

Notify tenants of surcharges resulting from this income review by **June 30**, **2021**.
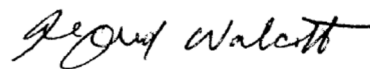
**July-August**    Surcharges for prior year (2019) will end **July 31, 2021** to avoid overlap with new surcharges.

Assess new surcharges (2020) effective **August 1, 2021**.

**August-October**    Complete Surcharge Tabulation Sheets, prepare Housing Company Summary Sheet, and submit with income affidavits to the Division by **Friday, October 1, 2021**.

New York State Homes & Community Renewal (HCR) is currently continuing all business activities with its staff working remotely from home. We remain committed to the health and well-being of all New Yorkers.

Very truly yours,

Alfred Walcott, Director

cc: R. Koepnick, D. Murphy, M. Stratos, C. Sparks, J. Francois, R. Landy, V. Ramos