



ANDREW M. CUOMO
Governor

Homes and Community Renewal

Division of Housing
and Community
Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2018-B-03

To: All Housing Company Owners, Managing Agents and Managers

From: Al Walcott, Director
Office of Integrated Housing Management

Date: June 12, 2018

Subject: New Procedures Regarding the Distribution of Income Verification Reports & Follow-Up Reports

New York State Department of Tax and Finance (NYS DTF) has completed the comparison of information reported on the Occupants' Annual Affidavit of Income and the NYS Income Tax Returns for calendar year 2013 and has produced the Income Verification Report.

The Income Verification Report and Follow-up Instructions will be sent via email from this address – incomeverificationreports@nyshcr.org to Managing Agents and Site Managers. If you receive a blank report then no follow-up is required.

Owners will receive Office of Integrated Housing Management Memorandum #2018-B-04 — Income Verification Reports for 2013, stating that the income verification reports have been emailed to agents and managers for follow-up.

Please respond to this ALERT using email: incomeverificationreports@nyshcr.org to confirm the accuracy of your email address and any email updates and/or roster changes by Monday, June 18, 2018. In the Subject line include your Housing Company name and HCR ID number.

Yours very truly,

A handwritten signature in black ink, appearing to read "Alfred Walcott".

Alfred Walcott
Director, Office of Integrated Housing Management