



**New York State Division of Housing and Community Renewal**  
25 Beaver Street  
New York, NY 10004

**HOUSING MANAGEMENT BUREAU MEMORANDUM #2007-B-01**

**TO:** All Federally-Assisted Housing Companies

**FROM:** Jane Berrie, Director  
Housing Management Bureau

**DATE:** February 9, 2007

**SUBJECT:** **Screening Procedures for Sex Offenders Subject to a Lifetime Registration Requirement**

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Section 4-7 (C) of the HUD Multifamily Housing Handbook 4350.3, Rev 1, clearly prohibits an individual who is subject to a State Sex Offender Lifetime Registration from residing in any Federally Assisted housing development.

In the course of completing the HUD mandated Audit 9834 of federally-assisted properties under the Division's supervision, we have discovered that some of our properties have not been, or are not currently, screening their applicants to determine if they are registered as State Sex Offenders. In order to correct this situation, we are directing all of our Federally-Assisted developments to initiate the following screening procedures for all new and existing tenants.

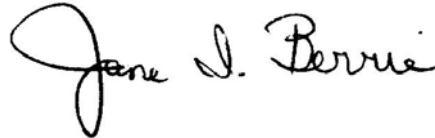
- ☐ Owners/managing agents must screen all **waiting list applicants** for State Sex Offender status prior to the signing of a lease agreement. This provision must be included in the housing company's Tenant Selection Plan.
- ☐ Upon the tenant's execution of the Applicant's/Tenant's Consent to the Release of Information (HUD Forms 9887 & 9887 A), owners/managing agents must screen all **existing tenants and household members over the age of eighteen** at the time of the next annual income recertification. **If you discover that an existing tenant or household member is subject to Lifetime Registration on the Sex Offender Registry, you must immediately notify the Housing Company's attorney to take action in accordance with the HUD guidelines. You are also required to notify DHCR's Federal Coordinator of the Housing Company's plan of action.**

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Verification of a Registered Sex Offender designation will result in either denial of admission to an applicant, or possibly legal action to terminate the tenancy of an existing resident.

For more information and/or to verify sex offender registration, you may go to the following site:  
<http://www.criminaljustice.state.ny.us>.

If you have any questions, please call Linda Kedzierski at (212) 480-2021, or email her at [LKedzierski@dhcr.state.ny.us](mailto:LKedzierski@dhcr.state.ny.us).

A handwritten signature in black ink that reads "Jane I. Berrie". The signature is written in a cursive style with a large, looping initial "J".

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Jane I. Berrie