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OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2020 – B – 3

To: All Housing Company Owners, Managing Agents & Site Managers

From: Alfred Walcott, Director
Office of Integrated Housing Management

Date: March 17, 2020

Subject: Mandatory New Procedure for Submitting Applications to Tenant Selection Unit

Below is the procedure for submitting applications effective **immediately**. **Do not mail applications**. Please forward this procedure to all housing company employees responsible for submitting applications for DHCR review.

Exempt Housing Companies will continue to submit HM-14A (Quarterly Tenant Selection Activity Reports) via **email only**. **Do not mail quarterly reports**.

Disregard procedure, if not required to submit applications.

**The Following New Procedures
for Submitting Applications**

All Housing Companies must use DHCR **MySend** Dropbox application to submit scanned applications for review.

- To install the **MySend** application, Click the following link:
<https://mysend.ny.gov:443/nys/send/to/dropbox/oihm-tenant-selection-applications>
- 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 applications to DHCR.

- The file(s) must be uploaded to **MySend** via the **Contents*** button:
 - **Completed application as one pdf (do not submit several attachments for same application or pdf)**

Sending Application

- **Must fill in title or subject of drop box submission as shown in picture below:**
 - **Title/Subject Format: (Housing Company Name – DHCR# – Applicant First & Last Name – Application# – Application Type)**

Examples

- **Rochdale Village – H025 – Jane Doe – App#1234 – Transfer**
- **Amalgamated Houses – H003C – John Doe – App#4678 – New Admission – Veteran**
(Note: Must Indicate Veteran)
- **Knickerbocker Village – H009 – John Doe Jr. – Succession**

Send to Dropbox: *OIHM Tenant Selection Applications

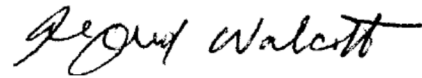
The screenshot shows a web form for sending a package. At the top, it says 'Send to Dropbox: *OIHM Tenant Selection Applications'. The form has several sections:

- Title*:** A text input field with a placeholder 'HousingCompanyName - DHCR# - Applicant First & Last Name - App# - App Type' and a note 'Maximum length: 245 characters'.
- Note:** An optional text area with a note 'Maximum length: 8000 characters'.
- Release Policy:** A dropdown menu currently set to 'Release Now'.
- Encryption:** A checkbox labeled 'Use encryption-at-rest' which is currently unchecked.
- Contents*:** Two buttons: 'Browse for files...' and 'Browse for folders...'. To the right of these is a vertical line with 'OR' in the middle, followed by a 'Drop Files and Folders Here' area with a cardboard box icon and an upward arrow.
- Terms of Service:** A checkbox labeled 'I accept the Terms of Service' which is currently unchecked.
- Send Package:** A button at the bottom of the form.

- **Attachment(s) must be labeled or saved same as title/subject:**
- **Housing Company Name – DHCR# – Applicant First & Last Name – App# – App Type**
- **PLEASE NOTE: If title of dropbox submission and attachment is not as instructed, application will be delayed or not processed.**
- **Click check box* to accept Terms of Service Click to* Send Package.**

- ❖ Email Patrice.Richardson@nyshcr.org and Veda.Ramos@nyshcr.org to confirm first submission of application was submitted successfully.
- ❖ Note: The dropbox link provided above is different from the dropbox link for income affidavits. The downloading/uploading process is the same. Please do not confuse as different individuals will be monitoring these drop boxes separately.
- ❖ Should you have any questions on this procedure, please email Patrice Richardson at Patrice.Richardson@nyshcr.org.

Very truly yours,

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

Alfred Walcott, Director