



KATHY HOCHUL  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

**OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2021 – B – 9**

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

**From:** Cathy Sparks, Director  
Office of Integrated Housing Management

**Date:** December 2, 2021

**Subject:** Clarification of Address to File Appeals

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State supervised Mitchell-Lama developments are required to send a written notification to rejected applicants which informs them of the reason for the rejection and advises them of their right to appeal to DHCR's Office of Legal Affairs within 14 days of receipt of the notification for new admission and transfer appeals, and within 30 days of receipt of the notification for succession appeals.

There has been some confusion regarding where appeals are to be sent. This Office of Integrated Management Memorandum serves to provide clarification.

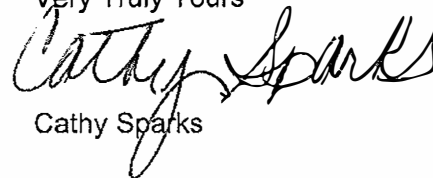
**Please note the address to send Appeals:**

**New York State Homes and Community Renewal,  
Office of Legal Affairs, Hampton Plaza,  
38-40 State Street, Albany, NY 12207**

Housing companies notify ineligible applicants by mail, give them the basis for the determination, and advise them of their right to appeal by writing to **New York State Homes and Community Renewal, Office of Legal Affairs, Hampton Plaza, 38-40 State Street, Albany, NY 12207**. A copy of the ineligibility letter should be enclosed with their appeal.

We have provided sample ineligibility letters.

Very Truly Yours



Cathy Sparks

cc: D. Murphy, M. Stratos, M. Siddiqui, V. Ramos-Perkins

**SAMPLE INELIGIBILITY NOTICE**

*for New Admission & Transfer Applications*

*(Mailing Date)*

Re: **(Development Name)**

Dear Applicant:

We regret to inform you that you have been determined to be ineligible for admission to the above referenced development and have been removed from the waiting list for the following reason(s):

***(List all applicable reasons.)***

If you have any questions regarding the basis for this determination, please contact this office.

You may appeal this determination within 14 days of receipt of this notice by writing to : New York State Homes and Community Renewal, Office of Legal Affairs, Hampton Plaza, 38-40 State Street, Albany, NY 12207. Please enclose a copy of this letter with your appeal.

Sincerely,

**SAMPLE INELIGIBILITY NOTICE**

***For Succession Applications***

*(Mailing Date)*

Re: ***(Development Name)***

Dear Applicant:

We regret to inform you that you have been determined to be ineligible for succession to the above referenced development for the following reason(s):

***(List all applicable reasons.)***

If you have any questions regarding the basis for this determination, please contact this office.

You may appeal this determination within 30 days of receipt of this notice by writing to: New York State Homes and Community Renewal, Office of Legal Affairs, Hampton Plaza, 38-40 State Street, Albany, NY 12207. Please enclose a copy of this letter with your appeal.

Sincerely,