



# MITCHELL LAMA MATTERS

2026

## MONTHLY REMINDERS

### TENANT SELECTION

**SECTION 1727-1.1: HOUSING COMPANIES SHALL PROCESS APPLICATIONS THROUGH THE DIVISION'S WEB-BASED MITCHELL-LAMA AUTOMATED WAITING LIST (AWL). (SOON TO BE MIGRATED TO A NEW PLATFORM: NYSHS).**

**APPLICATIONS FOR ADMISSION AND INTRAPROJECT TRANSFER REQUIRE THE DIVISION'S APPROVAL PRIOR TO ASSIGNMENT OF THE DWELLING UNIT.**

### INCOME VERIFICATION

**PURSUANT TO THE NEW YORK STATE PRIVATE HOUSING FINANCE LAW AND YOUR LEASE, HCR SUPERVISED MITCHELL-LAMA DEVELOPMENTS REQUIRE TENANTS/COOPERATORS TO REPORT THEIR INCOME ANNUALLY TO ASCERTAIN ELIGIBILITY FOR CONTINUED OCCUPANCY. RESIDENTS WHOSE HOUSEHOLD INCOME EXCEEDS THE MAXIMUM INCOME LIMITS ARE SUBJECT TO A SURCHARGE.**

**HCR ROUTINELY COMPARES THE INCOME REPORTED BY MITCHELL LAMA RESIDENTS ON THEIR ANNUAL INCOME AFFIDAVITS WITH TAX RETURN DATA MAINTAINED BY THE NYS DEPARTMENT OF TAXATION AND FINANCE (DTF). THIS INCOME VERIFICATION PROCESS RESULTS IN A REPORT, FURNISHED DIRECTLY TO THE DEVELOPMENT, TO FACILITATE THE RESOLUTION OF IDENTIFIED DISCREPANCIES WITH RESIDENTS.**

**FAILURE TO COMPLY WITH AN INCOME VERIFICATION AUDIT WILL RESULT IN THE MAXIMUM SURCHARGE BEING APPLIED TO RENT OR CARRYING CHARGE IN ADDITION TO ADMINISTRATIVE FEES. DOCUMENTS ARE TO BE SUBMITTED TO THE MANAGEMENT OFFICE. DO NOT SUBMIT DOCUMENTS TO HCR.**



COLLEGE HILL, MIDDLETOWN, NY

### *MESSAGE FROM THE DIRECTOR*

New York State Homes and Community Renewal (HCR) is preparing to transition from the Automated Waiting List (AWL) system to the New York State Housing Search platform.

This transition will modernize the application and waiting list process and improve accessibility for applicants and housing providers statewide. Additional information regarding the migration process, key dates, and required actions will be provided in the coming weeks.

HCR will also be hosting informational webinars to guide developments and applicants through the transition. Details and registration information for these webinars will be shared once available.

Please continue to monitor official communications for updates and instructions related to this system change.

Thank you for your attention and cooperation as we move through this transition.