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New York State Division of Housing and Community Renewal

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HOUSING MANAGEMENT BUREAU MEMORANDUM # 2004-B-15

To: All Federally-Assisted Housing Companies

From: Jane I. Berrie, Director
Housing Management Bureau

Date: October 1, 2004

Subject: HUD Handbook 4350.3 REV.1, CHG-1
Occupancy Requirements of Subsidized Multifamily Housing Programs

The attached **Transmittal**, issued on August 26, 2004, updates the HUD Handbook 4350.3 and issues **Change 1**. This Change is actually the first of several revisions that will be made to the existing Handbook, and which will be issued by HUD on a chapter by chapter basis.

Listed below are the major revisions that are found in Chapters 3 and 4. Please note that a very small change is made in Chapter 2 to amend an erroneous reference on page 2-29.

- **Chapter 3 - Eligibility for Assistance and Occupancy**
Paragraph 3-12, the section on Assistance to Non-Citizens contains changes which will affect the eligibility of any mixed citizen / non-citizen families which currently reside on your property and receive assistance.
- **Chapter 4 - Waiting List and Tenant Selection**
Paragraph 4-7 now requires you to screen any Police Officers living on your property in the same manner that you screen all other admissions. **Paragraph 4-14** explicitly prohibits the owner/managing agent from filling out the racial certification form if an applicant refuses to do so. Filling out the form remains optional on the part of the applicant.

After you have gone to the HUD website at <http://hudclips.org>, “ What’s New “ , and downloaded the **HSGH 4350.3 “ Occupancy Requirements of Subsidized Housing Programs ”**, dated August 26, 2004, you should pull and discard the following sections from your current Handbook:

- **Table of Contents, pages vii-xxii**
- **Exhibit Table of Contents**
- **Chapter 2, page 29**
- **Chapter 3 (whole chapter including exhibits)**
- **Chapter 4 (whole chapter including exhibits)**
- **Glossary, pages 15-31**

We expect the next Change, which will address the 90/120 day recertification issue in Chapter 5, will be issued within the near future.

If you have any questions, please call Linda Kedzierski at (212) 480-2121, or e-mail her at Lkedzierski@dhcr.state.ny.us



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