



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

HOUSING MANAGEMENT BUREAU MEMORANDUM #2004-B-17

To: All Federally Assisted Housing Developments
From: Jane I. Berrie, Director
Date: November 1, 2004
Subject: Implementation of Gross Rent Changes

According to Section 7-17 in the new HUD Handbook 4350.3 - Rev.1, a gross rent change may occur due to a rent change only, a change in the utility allowance only, or a change in both the rent and utility allowance.

After the Commissioner's Rent Order has been approved by HUD and served on the tenants, the following procedures should be utilized in implementing all gross rent changes:

- Owners must submit approved gross rent changes electronically to the Contract Administrator, in the case of project-based Section 8 properties, or to TRACS.
- Owners must generate and provide to all affected tenants a copy of the new 50059 facsimile reflecting all changes in rent, utility allowance, total tenant payment, tenant rent, and assistance payment. A copy of the new 50059 must be placed in the tenant file.
- Tenants and owner representatives are required to sign the 50059 facsimile only if the gross rent change results in a change in the TTP/tenant rent. In such a case, owners must give these tenants a 30 days written notice of their new rent.

If you have any questions, please call Linda Kedzierski at (212) 480-2021, or e-mail her at Lkedzierski@dhcr.state.ny.us

A handwritten signature in cursive script that reads "Jane I. Berrie".

Jane I. Berrie
Director, Management Bureau