

David A. Paterson  
Governor



Deborah VanAmerongen  
Commissioner

## New York State Division of Housing and Community Renewal

25 Beaver Street  
New York, NY 10004

### HOUSING MANAGEMENT BUREAU MEMORANDUM # 2009-C-01

**To:** All Housing Authority Chairpersons and Executive Directors  
All Housing Company Owners/Managing Agents and Managers

**From:** Robert Damico, Downstate Director  
Housing Management Bureau

**Date:** July 30, 2009

**Subject:** Forms Available on DHCR's Website in Fillable Electronic Format

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The following forms are now available in a fillable electronic format on DHCR's website at <http://nysdhcr.gov/Forms/HousingManagementBureau/>:

HM-3	Utility Consumption Record
HM-11	Request for Partial/Final Payment
HM-14	Request for Approval of Apartment Applications
HM-14A	Quarterly Tenant Selection Activity Report
HM-23	Award of Contract
HM-23AE	Award of Architectural/Engineering Services Contract
HM-32	Marketing Activity Report
HM-32a	Report on Tenant Arrears
HM-38	Report on Maintenance of Heating Equipment
HM-47e	Extension of Contract for Managing Agent
HM-59	Certification of Commercial Lease
HM-180	Notice of Intent to Solicit Bids/Approval of Plans and Specifications
HM-180AE	Notice of Intent to Solicit Proposal for Architectural/Engineering Services
HM-181	Waiver of Public Advertising Request

Note that the Marketing Activity Report (HM-32), which is printed on the reverse side of this page for reference, has been revised to capture information on apartments that have been vacant for more than 60 days. These apartments should be identified and the requested details should be provided going forward.

Should you have questions regarding the submission requirements for any of these forms, please contact your assigned Housing Management Bureau representative.

A handwritten signature in black ink, appearing to be 'R. Damico', written over a horizontal line.

Robert Damico



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

**Marketing Activity Report for Month Ending \_\_\_\_\_ 20\_\_\_\_**

**Development Name: \_\_\_\_\_ Number: \_\_\_\_\_**

Apartment Size by Number of Bedrooms	0	1	2	3	4	5 or more	Total
1. Number of apartments							
2. Number of apartments under lease at start of month							
3. Number of apartments vacated during month							
4. Number of apartments leased during month							
5. Number of apartments under lease at end of month ([line 2 – line 3] + line 4)							
6. Number of apartments not under lease at end of month* (line 1 - line 5)							
7. Number of prospective tenants on waiting list							

\* List all apartments vacant for more than 60 days below or on attached sheet:

<u>Bldg. #</u>	<u>Apt. #</u>	<u>Vacate Date</u>	<u>Reason for Extended Vacancy</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_