



ANDREW M. CUOMO
GOVERNOR

DARRYL C. TOWNS
COMMISSIONER/CEO

NEW YORK STATE DIVISION OF
HOUSING & COMMUNITY
RENEWAL

HOUSING
TRUST FUND CORPORATION

STATE OF
NEW YORK MORTGAGE
AGENCY

NEW YORK STATE HOUSING
FINANCE AGENCY

NEW YORK STATE AFFORDABLE
HOUSING CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING CORPORATION

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2013-B-04

To: All Housing Company Owners, Managing Agents &
Site Managers

From: Robert Damico, Director
Office of Housing Management

Date: June 7, 2013

Subject: Revised Check Processing Procedures

Effective immediately, the procedure for the processing of checks drawn on operating escrow accounts, that are sent to NYSHCR for co-signature, in accordance with 9 NYCRR, Section 1728 -2.3, has been revised with respect to the following categories:

Real Estate and other Tax Payments
Debt Service Payments
Insurance Payments
Water and Sewer Charges

In order to *expedite processing*, the checks should be addressed directly to:

**Alfred Walcott, Acting Director
Housing Audits and Accounts
New York State Homes and Community Renewal
25 Beaver Street, Room 693A
New York, NY 10004**

If you have any questions or concerns, please e-mail me at RDamico@nyshcr.org.

A handwritten signature in black ink, appearing to be "RDamico", written over a horizontal line.

Robert Damico