



**New York State Division of Housing and Community Renewal**

Hampton Plaza  
38-40 State Street  
Albany, NY 12207

NYS Rural Rental Assistance Program  
Monthly Voucher Submission  
Transmittal Sheet

For Month of: \_\_\_

Contract #: \_\_\_\_\_

**Project Owner Name:**  
(Name on the RRAP contract)

**Phone No.:**

**Fax No.:**

**Prepared By:**

**Signature of Preparer:**

**Mailing Address:**

**E-mail Address:**

**Number of RRAP subsidized units specified in contract (do not exceed):**

**Number of units vouchered for this month:**

**Check if Attached:**

- Tenant Roster – **must have both contract name (owner) and project name listed** (required each month)
- Adjustment Sheet (if applicable)
- Tenant Certification(s) and Lease Rider(s) (if applicable this month)
- USDA Rent/Utility change notification (if applicable, must be submitted in the month change takes effect)
- Standard Voucher – **Section 4 must be the name on contract (owner). Address entered must be the address where owner would like checks sent (see important note below on notifying DHCR of address changes.)**
- Memo attached (if applicable)

Tenant Roster Total: \$

Adjustment Total: \$ (positive or negative)

**Total Voucher Request:** \$

Tenant Certifications due this month (expiring as noted on tenant roster):

Name	Apt/Unit #:	Name	Apt/Unit #:
Name	Apt/Unit #:	Name	Apt/Unit #:
Name	Apt/Unit #:	Name	Apt/Unit #:

**Please note:** If tenant certification is due and not attached please explain why: (please forward to DHCR ASAP to avoid voucher payment delay or reduction)

Comments:

**NOTE:** If the address where the check is mailed must be changed a memo on Contractor Letterhead must be submitted to DHCR listing the old and new address. Changes in Electronic Funds Transfer must be done directly through the Office of State Comptroller (OSC) DHCR must also be notified in writing of changes in the Electronic Funds Transfer address. Failure to comply with this requirement may result in your voucher payment being delayed.

\* For questions regarding Electronic Transfer contact OSC directly at: (518) 474- 4032 or

[www.osc.state.ny.us/epay/guide.htm](http://www.osc.state.ny.us/epay/guide.htm)