

# Owner Package

Thank you for your interest in renting through the Housing Choice Voucher program. Review and complete the forms in this packet to begin your enrollment in the program.



## What is HPD's Owner Package?

This Owner Package gathers information about property owners and their rental units to see if they qualify for the New York City Department of Housing Preservation and Development's (HPD) Housing Choice Voucher (HCV) program, also known as Section 8. To rent your property to HCV program participants, start by reviewing and completing the Owner Package.

## Owner Package Contents

These forms collect information about you and your rental unit for voucher holders. Some pages gather information for HPD to check your eligibility, while others gather information for the U.S. Department of Housing and Urban Development (HUD). It's crucial that you give accurate information on these forms to avoid delays in your rental assistance payments. You must also submit supporting documents along with these forms.

On the next two pages you'll find a list of frequently asked questions about the program. Next is a checklist that shows which supporting documents you must submit with your Owner Package. Following that checklist are the forms for you to complete.

## How to Submit

Submit your Owner Package and required supporting documents to the Owner Services team within HPD's Division of Tenant & Owner Resources in one of the following ways:

- Upload them to the [DTR portal](#)
- Email them to [S8landlords@hpd.nyc.gov](mailto:S8landlords@hpd.nyc.gov)
- Fax them to (212) 863-8526
- Mail them to HPD DTOR Owner Services, 100 Gold Street, New York, NY 10038

Please make sure the forms are complete and accurate before submitting. Once you've submitted the forms to HPD, we'll check to see if any additional information is necessary. If not, we'll reach out to schedule a Housing Quality Standards (HQS) inspection.

## For Questions & Support

Various resources are hyperlinked throughout the Owner Package for convenience. All the hyperlinked resources can be found on HPD's website, within the [Section 8 / Rental Subsidy Programs page](#).

For additional guidance, see our [how-to videos](#) and [frequently asked questions](#). Email us at [S8landlords@hpd.nyc.gov](mailto:S8landlords@hpd.nyc.gov) if you have further questions after reviewing those resources.