

HDC AMPS Rent Roll Template Guide

Please find instructions below on how to correctly populate each column in the template with data.

If you require additional guidance, please reach out to GOALSreport@nychdc.com for more information.

In general, each unique unit is expected to be reported using one line of the template. The exception is when the same unit may have two reporting lines may be when previous tenant has moved out but the unit has active non-payment case.

RENT ROLL DATA DEFINITIONS

1. **HOUSE NUMBER AND STREET NAME:** Enter the number and street name representing the building's address.
2. **BOROUGH:** From the drop-down list, select the name of the borough in which the project is located. Choose from: Bronx, Brooklyn, Manhattan, Queens, Staten Island.
3. **ZIP CODE:** Enter the five-digit zip code where the building is located.
4. **UNIT NUMBER:**
 1. For a residential unit - enter the unit number for each unit in the building.
 2. For a commercial unit - enter the unit number, otherwise enter the unit location
5. **HEAD OF HOUSEHOLD NAME:**
 1. For a residential unit - enter the full name of the head of the household.
 2. For a commercial unit - enter the name of the tenant.
6. **VACANT UNIT (Y/Blank):** If this unit was vacant on the reporting as of date, select "Y" for Yes. If this unit was occupied on the effective date of the rent roll, then leave this cell blank.
7. **SUPER'S UNIT (Y/Blank):** If this is a superintendent unit, enter "Y" for Yes. If this is not a superintendent unit, then leave this cell blank.

8. **COMMERCIAL SPACE:** If this unit has a commercial tenant, enter “Y” for Yes. If this is not a commercial unit, then leave this cell blank.
9. **PHYSICAL VACANCY STATUS:** If this unit is vacant, select the reason why from the drop-down list. Options with the prefix “CML” only apply to commercial units. If the unit is not vacant, then leave this cell blank.

CML-Needs Renovation
CML-Under Renovation
CML-Passed Inspection
CML-Marketed
CML-Awaiting Move-In
CML-Off the Inventory
Pre-HQS Under Renovation
HQS Ready Pre-Inspection
HQS Passed Inspection
Tenant Selection Stage
Awaiting Move-In / Subsidy
Hold for Right-Size

10. **ECONOMIC SUSPENSION:** Select from the drop-down options the reason why subsidy payments have been suspended for the unit. If the unit has not had its subsidy payments suspended or is not supposed to receive subsidy, leave this cell blank.

Units Held for Relocation
HQS Inactive (Inspection Failure)
HQS Inactive (Recertification Pending)
No Signed Lease / No Reply
Remaining Family Member (RFM) No Reply
Remaining Family Member (RFM) Pending Approval
Remaining Family Member (RFM) Denied
Non-RFM Pilot No Reply
Non-RFM Pilot Pending Approval
Non-RFM Pilot Denied
Known Unauthorized Occupant
Status Under Investigation
Inactive Tenancy Pending Possession
No Signed Lease (Pending Execution)
No Signed Lease (Pending HOH Change)
Over-Income/Ineligible for Section 8

11. **NUMBER OF BEDROOMS (#):** Enter the number of bedrooms in the unit.
12. **HOUSEHOLD SIZE (#):** Enter the number of people who occupy the unit.
13. **MOVE IN DATE (mm/dd/yyyy):** Enter the date when current residents moved into the unit.
14. **LEASE START DATE (mm/dd/yyyy):** Enter the date that the current lease for this unit commenced.
15. **LEASE END DATE (mm/dd/yyyy):** Enter the date that the current lease for this unit will end.
16. **INCOME LIMIT - % AMI:** Enter percentage as a whole number. For instance, if AMI is 60%, enter amount as “60”. If there is no income limit for the unit (e.g., the unit is not covered under the project’s regulatory agreement), please leave the cell blank.
17. **COLLECTABLE RENT (\$):** The dollar amount a landlord expects to receive for the unit from both tenant (including Tenant Share of Rent and Other Monthly Non-Optional Charges, if applicable) and any rental assistance subsidy amounts.
18. **TENANT SHARE OF RENT (\$):** Enter the monthly rent that the resident was required to pay the landlord on the effective date of the rent roll. This amount is the rent that the household is directly responsible for paying. For cooperatives and condominiums, this should include maintenance or common charges.
19. **MONTHLY UTILITY ALLOWANCE (\$):** Enter the monthly utility allowance for the unit. If not applicable, leave the cell blank.
20. **OTHER MONTHLY NON-OPTIONAL CHARGES (\$):** Insert the amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc. Do not include rent, maintenance/common charges (for cooperatives or condominiums), or rental assistance payments.
21. **FEDERAL RENT ASSISTANCE (\$):** The total dollar amount the resident/unit should receive from federal rent assistance programs.
22. **SOURCE OF FEDERAL RENT ASSISTANCE:** Select the source of Federal Rent Assistance by selecting from the drop-down options. For PACT projects, please choose “NYCHA Project Based Section 8 (PBV) including PACT”. If tenant is not receiving rent assistance, leave this cell blank.

23.

DHS Affordable Housing Services
DSS HASA
HPD Enhanced Vouchers Section 8
HPD Tenant Based Section 8 (HCV)
HPD VASH Tenant Based Section 8 (VASH-HCV)
HPD Tenant Based Section 8 (EHV)
HPD Project Based Section 8 (PBV)
HPD NYC 15/15
HPD Mod Rehab
HPD CoC Mod SRO
HPD CoC Shelter Plus Care
HCR ESSHI
HCR HOME Rental Assistance
HUD Administered Section 8 Contracts (HCV)
HUD Multi-Family PBRA
HUD Section 8 Mod Rehab
NYCHA Tenant-Based Section 8 (HCV)
NYCHA VASH Tenant-Based Section 8 (VASH-HCV)
NYCHA Tenant Based Section 8 (EHV)
NYCHA Project Based Section 8 (PBV) including PACT
USDA Section 521 Rental Assistance Program
Other Federal Rental Assistance

24. **NON-FEDERAL RENT ASSISTANCE (\$):** The total dollar amount the resident/unit should receive from non-federal rental assistance programs. If the resident should receive support from multiple programs, provide the total amount of payments from ALL rent assistance programs.

25. **SOURCE OF NON-FEDERAL RENT ASSISTANCE:** Select the source of Non-Federal Rent Assistance by selecting from the drop-down options. If tenant is not receiving rent assistance, leave this cell blank. If a resident is receiving assistance from multiple programs, choose the program that appears first in the list.

DSS City FHEPS

DSS FHEPS
HCR Section 8 (HCV)
HCR Section 8 (PBV)
Other Non-Federal Rental Assistance

26. **RENT LIMIT - % AMI:** Enter percentage as a whole number. For instance, if AMI is 60%, enter amount as “60”. If the unit does not have a rent limit (e.g., the unit is not covered under the project’s regulatory agreement or the unit has a rent assistance subsidy program that does not have a rent limit in terms of AMI), please leave the cell blank.
27. **RESIDENT DEPOSIT (\$):** Enter the total amount currently held for any deposit given by a residential tenant, including security deposits. If no deposit funds are held for the unit, please enter 0.
28. **RESIDENT BALANCE (\$):** Enter the amount of the resident’s total balance as of the effective date of the rent roll. If there is no balance, please enter 0. The balance may be a positive or negative dollar amount; positive indicating tenant did not pay some portion of rent or other required charges in a previous month, and negative indicating a non-subsidy credit allocated to the unit, for instance if tenant overpaid in a previous month.
29. **LEGAL RENT (\$):** Enter the maximum legal rent registered with the New York State Department of Housing and Community Renewal (HCR) for rent-regulated units. This number goes up only in accordance with Rent Guidelines Board rules. If not applicable, leave the cell blank.
30. **NYCHA INHERITED ARREARS:** Enter the amount of arrears accrued under NYCHA’s management of the PACT unit. This column applies only to PACT projects before the amount is recognized as a loss and written off.
31. **TENANT SHARE OF RENT – ARREARS (\$) 0-30 Day:** Enter the amount of the resident’s total balance that have been accrued over the last 30 days.
32. **TENANT SHARE OF RENT – ARREARS (\$) 31-60 Day:** Enter the amount of the resident’s total balance that have been accrued over the last 60 days but before the last 30 days.

33. **TENANT SHARE OF RENT – ARREARS (\$) 61-90 Day:** Enter the amount of the resident's total balance that have been accrued over the last 90 days but before the last 60 days.
34. **TENANT SHARE OF RENT – ARREARS (\$) 91+ Days:** Enter the amount of the resident's total balance that have been accrued before the last 91 days.
35. **MONTHLY UTILITY ALLOWANCE – ARREARS (\$) 0-30 Days:** Enter the amount of arrears the resident accrued towards the monthly utility allowance over the last 30 days.
36. **MONTHLY UTILITY ALLOWANCE – ARREARS (\$) 31-60 Days:** Enter the amount of arrears the resident accrued towards the monthly utility allowance over the last 60 days but before the last 30 days.
37. **MONTHLY UTILITY ALLOWANCE – ARREARS (\$) 61-90 Days:** Enter the amount of arrears the resident accrued towards the monthly utility allowance over the last 90 days but before the last 61 days.
38. **MONTHLY UTILITY ALLOWANCE – ARREARS (\$) 91+ Days:** Enter the amount of arrears the resident accrued towards the monthly utility allowance before the last 90 days.
39. **OTHR MONTHLY N-OPTNAL CHRGS- ARRRS (\$) 0 - 30 DAYS:** Enter the amount of arrears the resident accrued towards monthly non-optional charges over the last 30 days.
40. **OTHR MONTHLY N-OPTNAL CHRGS- ARRRS (\$) 31-60 DAYS:** Enter the amount of arrears the resident accrued towards monthly non-optional charges over the last 60 days but before the last 30 days.
41. **OTHR MONTHLY N-OPTNAL CHRGS- ARRRS (\$) 60-90 DAYS:** Enter the amount of arrears the resident accrued towards monthly non-optional charges over the last 90 days but before the last 61 days.
42. **OTHR MONTHLY N-OPTNAL CHRGS- ARRRS (\$) 91+ DAYS:** Enter the amount of arrears the resident accrued towards monthly non-optional charges before the last 90 days.
43. **FEDERAL RENT ASSISTANCE - ARREARS (\$) 0-30 DAYS:** Enter the amount of arrears caused by delays in receiving federal rent assistance over the last 30 days.

44. **FEDERAL RENT ASSISTANCE - ARREARS (\$) 31-60 DAYS:** Enter the amount of arrears caused by delays in receiving federal rent assistance over the last 60 days but before the last 30 days.
45. **FEDERAL RENT ASSISTANCE - ARREARS (\$) 61-90 DAYS:** Enter the amount of arrears caused by delays in receiving federal rent assistance over the last 90 days but before the last 61 days.
46. **FEDERAL RENT ASSISTANCE - ARREARS (\$) 91+ DAYS:** Enter the amount of arrears caused by delays in receiving federal rent assistance before the last 90 days.
47. **NON-FEDERAL RENT ASSISTANCE (\$) 0-30 DAYS:** Enter the amount of arrears caused by delays in receiving non-federal rent assistance over the last 30 days.
48. **NON-FEDERAL RENT ASSISTANCE (\$) 31-60 DAYS:** Enter the amount of arrears caused by delays in receiving non-federal rent assistance over the last 60 days but before the last 30 days.
49. **NON-FEDERAL RENT ASSISTANCE (\$) 61-90 DAYS:** Enter the amount of arrears caused by delays in receiving non-federal rent assistance over the last 90 days but before the last 61 days.
50. **NON-FEDERAL RENT ASSISTANCE (\$) 91+ DAYS:** Enter the amount of arrears caused by delays in receiving non-federal rent assistance before the last 90 days.
51. **OTHER MONTHLY OPTIONAL CHARGES (\$) 0-30 DAYS:** Enter the arrears accrued for monthly amount the tenant pays for optional services over the last 30 days.
52. **OTHER MONTHLY OPTIONAL CHARGES (\$) 31-60 DAYS:** Enter the arrears accrued for monthly amount the tenant pays for optional services over the last 60 days but before the last 30 days.
53. **OTHER MONTHLY OPTIONAL CHARGES (\$) 61-90 DAYS:** Enter the arrears accrued for monthly amount the tenant pays for optional services over the last 90 but before the last 60 days.
54. **OTHER MONTHLY OPTIONAL CHARGES (\$) 91+ DAYS:** Enter the arrears accrued for monthly amount the tenant pays for optional services before the last 90 days.
55. **SECURITY DEPOSIT - ARREARS (\$) 0-30 DAYS:** Enter the amount of arrears accrued towards a resident's security deposit over the last 30 days.

56. **SECURITY DEPOSIT - ARREARS (\$)² 31-60 DAYS:** Enter the amount of arrears accrued towards a resident’s security deposit over the last 60 days but before the last 30 days.
57. **SECURITY DEPOSIT - ARREARS (\$)² 61-90 DAYS:** Enter the amount of arrears accrued towards a resident’s security deposit over the last 90 but before the last 60 days.
58. **SECURITY DEPOSIT - ARREARS (\$)² 91+ DAYS:** Enter the amount of arrears accrued towards a resident’s security deposit before the last 90 days.
59. **610 INCREASE APPLIED:** If this unit generates subsidy payments beyond its legal rent under Section 610, enter “Y” for Yes. If not, then leave this cell blank.
60. **MONTHLY RENT REVENUE FROM 610 INCREASE:** Enter the amount of rent subsidy collected from this unit which exceeds the unit’s legal rent limit.

NOTE:

Sections 58 and 59 do not apply to PACT projects and will be removed from the submission template in future releases.

The following columns relate to existing holdover and non-payment cases. Each project may report up to three cases per unit.

First case activities are reported throughout the columns **61 to 66**

Second case activities related to the same unit are reported throughout the columns **67 to 72**.

Third case activities related to the same unit are reported throughout the columns **73 to 78**.

61. **STAGE1:** Select the type of stage legal proceedings is at for this unit by selecting from the dropdown options. If this unit is not involved in housing court proceedings, then leave the cell blank.

Pre-Litigation Outreach
Legal Case

62. **LITIGATION REASON1:** Select the reason for filing the legal case from the drop-down menu. If the unit has no case filed or pending in housing court, leave the cell blank.

Non-Payment
Holdover
Both NP & Holdover

63. **IN LEGAL1:** Enter “Y” if the legal case for this unit has officially been opened in housing court. If not, then leave this cell blank.

64. **DOCKET NUMBER1:** If IN LEGAL1 was marked as “Y”, enter the full index number for the case as determined by the New York State court system. Please include any dashes or slashes in the number e.g. LT-000044-06/AU. If this unit does not have a legal case, then leave this cell blank.

65. **DATE LEGAL CASE BEGAN1:** If applicable, enter the date the New York State court system opened the legal case with the unit.

66. **CURRENT CASE STATUS1:** Enter the status of the prelitigation outreach or legal case by selecting from the drop-down options. “Initiated” refers to any outreach or case that began in the quarter being reported on. “Active” refers to any outreach or case initiated before the quarter being reported on. “Resolved” refers to any legal case that has been closed in the quarter being reported on.

Initiated
Active
Resolved

67. **STAGE2:** Select the stage of any new or separate legal proceedings not already reported in STAGE 1. If the unit has no additional housing court activity, leave the cell blank.

68. **LITIGATION REASON2:** Select the reason the legal case is being filed by selecting from the drop-down options. If this unit is not involved in additional housing court proceedings, then leave the cell blank.

69. **IN LEGAL2:** Enter “Y” if the legal case for this unit has officially been opened in housing court. If not, then leave this cell blank.

70. **DOCKET NUMBER2:** If STAGE2 was filled out as “Legal Case”, enter the full index number for the case as determined by the New York State court system. Please include any dashes or slashes in the number e.g. LT-000044-06/AU. If this unit does not have a legal case, then leave this cell blank.

71. **DATE LEGAL CASE BEGAN²:** If applicable, enter the date the New York State court system opened the legal case with the unit.
72. **CURRENT CASE STATUS²:** Enter the status of the prelitigation outreach or legal case. “Initiated” refers to any outreach or case that began in the quarter being reported on. “Active” refers to any outreach or case initiated before the quarter being reported on. “Resolved” refers to any legal case that has been closed in the quarter being reported on.
73. **STAGE³:** Select the stage of any new or separate legal proceedings not already reported in STAGE1 and STAGE2. If the unit has no additional housing court activity, leave the cell blank.
74. **LITIGATION REASON³:** Select the reason the legal case is being filed.
75. **IN LEGAL³:** Enter “Y” if the legal case for this unit has officially been opened in housing court by selecting from the drop-down options. If this unit is not involved in additional housing court proceedings, then leave the cell blank.
76. **DOCKET NUMBER³:** If STAGE3 was filled out as “Legal Case”, enter the full index number for the case as determined by the New York State court system. Please include any dashes or slashes in the number e.g. LT-000044-06/AU. If this unit does not have a legal case, then leave this cell blank.
77. **DATE LEGAL CASE BEGAN³:** If applicable, enter the date the New York State court system opened the legal case with the unit.
78. **CURRENT CASE STATUS³:** Enter the status of the prelitigation outreach or legal case. “Initiated” refers to any outreach or case that began in the quarter being reported on. “Active” refers to any outreach or case initiated before the quarter being reported on. “Resolved” refers to any legal case that has been closed in the quarter being reported on.