

HOUSING MATTERS

- Inspections Updates
- Mandatory Direct Deposit
- New Owner Briefing Video
- New Owner Portal

Housing Matters is a publication for CVR NewYork's participating landlords. Help us Go Green by requesting future issues electronically at info@cvrnewyork.com.

INSPECTIONS UPDATES



Smoke and Carbon Monoxide Detectors

All smoke detectors must either be hard wired or have a ten-year sealed battery. Smoke detectors are required in every sleeping room, within twenty-one feet of sleeping rooms, and on every level of the dwelling unit, including the basement.

Carbon monoxide detectors are required to be located within fifteen feet of all sleeping rooms and within fifteen feet of the fuel-burning source. Smoke and carbon monoxide detector fail items are considered life threatening and must be repaired within twenty-four hours.



Self-Closing Doors and Fire Extinguishers

Buildings consisting of three or more units must be equipped with self-closing doors pursuant to Section 28-315.10 of the City of New York and adopted by NYSHCR, or any other applicable law, to keep and maintain such doors in good repair. Fire extinguishers are now evaluated under the NSPIRE standards and must be present if evidence of prior installation exists. The pressure gauge must be within the normal range with the service tag present, legible, and unexpired. All self closing door and fire extinguisher fail items are considered life threatening, requiring repair within twenty-four hours.



Space Heaters

Unvented, fuel-burning space heaters are not permitted under any circumstance.

If found, this would be considered a life-threatening fail item and must be corrected within twenty-four hours.



Laundry Rooms

All outlets in laundry rooms within six feet of a water source must be either GFCI protected OR be a single dedicated major appliance outlet only. A single dedicated major appliance outlet is an outlet that can serve only one major appliance with the appliance currently plugged into that single outlet.



NY State Seasonable Heating Requirements

The heating season for the State of New York is October 1 through May 31. Between 6 a.m. and 10 p.m., heat must register at least 68 degrees Fahrenheit when the outside temperature falls between 55 degrees. Between 10 p.m. and 6 a.m., heat must register at least 62 degrees. Lack of heat or inadequate heat are considered life-threatening items and must be repairs within twenty-four hours.

DIRECT DEPOSIT

Due to administrative burden, rising costs, and the unpredictability of the mail, NYSHCR has mandated that all program landlords receive Housing Assistance Payments (HAP) via direct deposit. Direct deposit is the fastest, most secure and convenient way to receive payment.

Signing up is easy! **Visit our new and improved website at cvrnewyork.com**, select **Property Owners** from the main menu, and then click **Owner Resources**. Scroll down to find the Direct Deposit Authorization Form as well as guidance on submitting the completed form along with your voided check or account verification letter from the bank.



cvrnewyork.com
 112 E Post Road, Suite 102
 White Plains, NY 10601
 (914) 995-2415

DIRECT DEPOSIT AUTHORIZATION
 Please complete and return this form with a voided check to:
CVR New York
 Housing Choice Voucher Program
 112 East Post Road, Suite 102
 White Plains, NY 10601
 Please make sure that all information on this form is legible.

Part 1: Transaction Type
☐ New Setup ☐ Cancellation (Leave Part 4 Blank) ☐ Change Account Type ☐ Change Financial Institution ☐ Change Account Number

Part 2: Payee Identification

Owner/Company Tax ID (Social Security No. or Employer Identification No.)	Primary Phone Number	
Fax Number	Secondary Phone Number	
Name of Payee		
Contact name		
Street Address		
Payee Email		☐ Owner ☐ Property Manager/Agent

Part 3: Authorization for Setup, Changes, or Cancellation
 I hereby request and authorize the New York State Housing Trust Fund Corporation to deposit payments by electronic funds transfer into the account specified below, and if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.
 This authorization will remain in effect until written notice to terminate is received. The undersigned must allow reasonable amount of time for initiating or terminating direct deposit and is responsible for notification of any change in financial institution information.

Authorized Signature	Title	Date

Part 4: Required Information

Financial Institution	☐ Individual/Consumer ☐ Commercial (Corporation/Partnership/etc.)
Account Name	☐ Checking ☐ Savings
Bank Routing Number	
Account Number	

Payment remittances can be viewed at: <https://apps.hcr.ny.gov/Section8Payments/default.aspx>
 Please include a voided check with this form.



NEW OWNER PORTAL

NYSHCR has launched a new owner portal for Section 8 landlords. In conjunction with the launch of the new site, the CVR New York Portal was taken offline and is no longer available. The new portal allows landlords to view payments, family information, the assigned housing specialist's name and email address, inspections, tax forms, and more.

To create a landlord account, first register with the New York State Verification System: <https://section8.hcr.ny.gov/Registration/RegisterLanding>. Once you have successfully created an account, secure access to New York State Services is available through <https://my.ny.gov/LoginV4/login.xhtml>.

A step-by-step Landlord Registration Guide is available at <https://hcr.ny.gov/landlord-portal-registration-guide>; Frequently Asked Questions can be viewed at <https://hcr.ny.gov/landlordportal>.

For assistance registering or accessing the portal, please email s8portalsupport@hcr.ny.gov or call +1 (844) 891-1786.

Please note: The new owner portal is not administered by CVR New York; our office is unable to provide technical support or assistance for troubleshooting issues with the site. If you need assistance accessing the portal please contact support via email at s8portalsupport@hcr.ny.gov or call +1 (844) 891-1786.

Owner Briefing Video

As part of our continued effort to make the HCV Program accessible and easy to understand for all landlords, we are proud to announce the release of the briefing video. It provides a detailed overview of how the program works from selecting a tenant to the inspection and move processes and provides useful information on rent increase requests, annual inspections, program forms and more.

Visit <https://youtu.be/3kue1es76vY> to enjoy the presentation. It's a great resource if you need a refresher on the program or just want to expand your knowledge!

At CVR New York, providing superior customer service is of the utmost importance. If you have a question or concern, need additional support, want to tell us how we're doing, our dedicated management team is here to assist.

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