

RENTAL ADJUSTMENTS

1. My income has changed how do I get a rental adjustment?

If you live in a public housing unit you must report all income changes. If you have had a decrease in your income you must report that change **in writing** by the 20th of the month to get an adjustment for the following month. We process between 40 to 60 requests for rental adjustments each month. Please allow 2 weeks for a response from our office for a rental adjustment.

2. I lost my job and have started to receive unemployment, how do I get an adjustment?

If you have had a decrease in your income due to unemployment you must report that change **in writing** by the 20th of the month to get an adjustment for the following month. In order to finish an adjustment for someone who has started to receive unemployment we will need to get third party verification that you are receiving unemployment. NYS Department of Labor will no longer provide written verification upon our request. You will need to go to www.labor.state.ny.us and follow the unemployment links to “Check Payment History.” Print out the payment history and bring it to our office to finish processing your rental adjustment.