

Housing Choice Voucher Owner's Packet

Welcome to the Section 8 Housing Choice Voucher (HCV) Program. Whether you are a new landlord or a returning one, the Amsterdam Housing Authority (AHA) is pleased to have you participate with us in an effort to improve the quality of living for the residents of the City of Amsterdam.

This packet is designed to give you the basic information about the Section 8 HCV program as the landlord/agent and your relationship with program participants and with the AHA.

If you encounter a situation where you may not understand the rules of the program, please call the designated Section 8 caseworker listed on the bottom of this page.

We encourage you to review this packet and familiarize yourself with the information within it. Failure to submit all required documentation will cause delays in both the inspection process and the execution of a Housing Assistance Payment (HAP).

Inspections will not be scheduled until the owner/agent has provided us with this completed packet. This packet can be returned to the 24-hour drop box located directly outside of our office building located at 52 Division St, Amsterdam, NY 12010. You may also return this via email.

Once again, we welcome you to the Section 8 HCV program administered by the AHA. We will make every effort to ensure that your participation as a landlord/agent is a pleasant experience for you.

Mission Statement

The Amsterdam Housing Authority shall at all times develop and operate each project solely for the purpose of providing decent, safe, and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency, and stability of the projects, and the economic and social well-being of the Tenants.

Name of Caseworker for you to Contact: _____

Phone Number: (518) 842-2907 ext.: _____

Email: _____@amsterdamhousingauthority.org



Section 8 Programs
Phone: 518-842-2907

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Where Should I Sign?

Everything highlighted in yellow is for the owner/landlord to sign.

Everything highlighted in purple is for the agent to sign.

Everything highlighted in green is for the Head of Household/Tenant to sign.

Everything highlighted in blue is for any other adult (anyone over the age of 18) to sign.

Please complete the following forms and sign where required. Submit all forms to the designated caseworker stated on the front of this packet.

Inspections WILL NOT be performed unless the utilities are turned on to ensure that everything is working properly.

Once the unit is approved landlord will be required to submit a current copy of the lease that matches the dates of the HAP contract. The term dates and total contract rent must coincide with that of the HAP contract and Request for Tenancy Approval (RFTA).

All inspections must pass prior to the 25th of each month for the participant/applicant to begin subsidy for the 1st of the following month.

The date of the first HAP payment will be decided on when the inspection is scheduled and if it passes or not. The caseworker has 14 days to schedule the inspection after receipt of this packet, should the inspection pass by the 25th of the month the participant will then be placed onto the program for the 1st of the following month. If the inspection does not pass, the designated caseworker will reach out via mail with a failed inspection report and the landlord will have 14 days from the date of that report to make any necessary repairs, the tenant will then be placed onto the program for the 1st of the following month.

Pass example: The section 8 office receives an Owner's packet on September 10th, 2023, the caseworker then calls the landlord to schedule an inspection and they agree on the September 20th, 2023, when the inspection passes the owner will then be paid beginning on October 1st and from then on.

Fail example: The section 8 office receives an Owner's packet on September 10th, 2023, the caseworker then calls the landlord to schedule an inspection and they agree on the September 20th, 2023, when the inspection fails the case worker will send out a fail book on the next available business day (in this case September 21st, 2023) and the owner will have 14 days from the date of that report to fix any deficiencies. The section 8 office will then schedule the inspection for October 6th, 2023, when the inspection passes the owner will then be paid beginning on November 1st and from then on.

*****IF THE INSPECTION SHOULD FAIL A SECOND TIME THE PARTICIPANT WILL HAVE TO SUBMIT AN RFTA FOR THE SAME UNIT OR A DIFFERENT ONE*****

All HAP payments are paid to owners via direct deposit on or around the 1st of the month unless the 1st falls on a holiday or weekend in which the owner will be paid on the next business day. Please make sure to complete and submit the "Authorization for Direct Deposit" to avoid a delay in receiving payment.



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THE HOUSING CHOICE VOUCHER PROGRAM OWNER'S GUIDE

Designed to maintain regular owner and participant relationships while promoting affordable rental housing.

- The HCV program is a federally funded program which helps families pay their rent.
- Families are able to select a unit of their choice in the private rental market.
- Families pay between 30 and 40% of their monthly adjusted income toward their rent and the AHA pays the remaining balance to the landlord via direct deposit.
- Each family has a specific budget based off of their income, family size, voucher size, HUD established payment standard, and a generalized HUD established utility allowance.
 - Please ask the tenant if you have any questions regarding their budget.

BENEFITS

The program offers benefits to an owner in several areas.

- Guaranteed rent checks for the AHA's responsible balance each month.
- Free advertising in our "Landlord's Listing" form.
- Yearly inspections of subsidized units to ensure the unit is being well maintained.
- The ability to choose and screen your own tenants (the AHA is not responsible for choosing tenants, however, we will provide previous addresses and landlords if they are available to us in a participants file)

OWNER PARTICIPATION IN THE SECTION 8 HCV PROGRAM CAN BE DENIED OR REVOKED IF:

- The owner has been disbarred, suspended, or subject to a limited denial of participation.
- The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements.
- The owner has committed fraud, bribery or any other corrupt or criminal act.
- The owner has engaged in drug related or violent criminal behavior.
- The owner has a history of HQS or program non-compliance.
- The property in question is up for foreclosure in any capacity.
- In addition, the AHA will not approve a unit if the owner is a parent, child, grandparent, sister or brother of any member of the family being subsidized.



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BASIC OWNER RESPONSIBILITIES

The basic owner responsibilities in the HV program are outlined in the regulations and include the following:

- Perform all of the owner's obligations under the HAP contract, the HUD tenancy addendum and the lease. If there is a conflict between the lease and the HAP contract/HUD tenancy addendum, then the HAP contract/HUD tenancy addendum supersedes any other agreement.
- Have PHA approval before moving a tenant into the unit.
- Maintain the unit in accordance with the Housing Quality Standards (HQS), including the performance of any ordinary or extraordinary maintenance.
- Comply with equal opportunity requirements.
- Prepare the unit according to PHAA information required under the HAP contract.
- Collect the security deposit, the tenant's contribution of rent, and any charges for unit damage caused by the family.
- Enforce the tenant obligations under the lease.
- Notify the AHA of eviction notices in writing 30 days in advance, stating grounds or cause.
- Notify the AHA of sales of property, transfer or changes of agency in writing within 30 days of changes so the AHA may make the appropriate change.
- Comply with the Violence Against Women Reauthorization Act of 2005 (VAWA) when screening and terminating tenants.
- Screen and determine eligibility for the prospective tenants.
- Agree to a ONE-year initial lease agreement and an approved contract rent.



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RESPONSIBILITIES

The participating family, the owner, and the AHA are ALL involved in the process of ensuring that the dwelling unit complies with HQS. A summary of the responsibilities of each party is as followed:

Amsterdam Housing Authority

- Explain and enforce the rules of the program to both the owner and participant.
- Issue vouchers to families.
- Ensure that all units meet HQS.
- Encourage participants and owners to maintain their units.
- Approve the unit, rent and lease.
- Provide a HAP payment on behalf of each approved family.
- Conduct annual re-exams of the family's income and composition and adjusts rent portions if necessary.
- Conduct annual inspections and any tenant or landlord requested inspections.

Participant

- Pay tenant portion of rent.
- Comply with the terms of the lease as well as program rules and regulations.
- Keep the unit safe and sanitary.
- Notify the owner of any necessary repairs.
- Allow inspections of unit at reasonable times after reasonable notice.
- Notify both the owner and Section 8 department in writing before moving.
- Pay utility bills and supply appliances that the owners is not required to supply.
- Keep the peace between neighbors, keep noise to a minimum and avoid conflicts.
- Avoid any unlawful activity.

Owner

- Comply with he terms of lease and HAP contract/HUD tenancy addendum.
- Make the necessary repairs within a reasonable time.
- Comply with fair housing laws.
- Collect the security deposit, rent and other damage charges.
- Do not commit any criminal act in connection with any federal housing program or engage in drug or human trafficking.
- Carefully screen prospective tenants.



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LEASING THE PROPERTY

When you have selected a participant, you will be requested to complete this packet which includes an RFTA. The RFTA indicates the identification and location of the unit, the requested rent amount and what utilities and appliances will be provided.

When the RFTA is received the AHA will contact you regarding the inspection. If the participant decides to move in prior to the unit passing inspection then the tenant will be responsible for the full rent amount until it passes, and a HAP contract has been executed.

As the owner/agent, you will be required to enter into a lease agreement with the participant that matches the dates of the HAP contract.

NOTE: The lease agreement must meet Section 8 requirements.

RENT REASONABLENESS

Rent reasonableness determines if the requested rent is reasonable as compared to an unassisted unit when considering the location, quality, size, type, age, amenities, housing services, maintenance and utilities to be provided.

All requested units must be deemed rent reasonable for any new admissions, moves, or annual rental increase requests. If the rent cannot be approved then the landlord may be asked to accept a lower rental amount. (Please note that this does not mean that the AHA does not think your unit is not worth the requested rent, it means it is not comparable to other units of similar capacity within the area).

HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

The HAP contract is an agreement between the AHA and the owner/agent, which authorizes the payment of subsidy. It will have the same term as the lease and will specify the amount of subsidy to be paid by the AHA. Do not assume the AHA will pay 100% of the rent, if the participant is to pay a portion of rent, it will be your responsibility to collect that amount. The HCV program does not prohibit late fees; however, they should be reasonable and clearly outlined in the terms of your lease.

After the first initial year the contract will move to a month-to-month agreement that the AHA or landlord can terminate at any time. You will not be required to resign a lease with the tenant



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SECURITY DEPOSIT

Participants are responsible for paying any security deposit. The owner may collect a security deposit from the tenant **in an amount up to but not exceeding one month's contract rent.**

When a participant moves out, the owner, subject to State or local law, may use the security deposit, including any interest earned on the deposit, as reimbursement of any tenant caused damages OR any other amounts the tenant owes under the lease which state/local laws allows to be deducted (such as unpaid rent or late fees).

The owner must give the tenant a written list of all items and amounts charged against the security deposit and return and balance within 14 days of move-out. If the security deposit is not sufficient to cover the amounts owed, the owner may seek to collect the balance from the tenant through a local court.

INSPECTIONS

Your unit must be inspected prior to lease approval, and at least once each year thereafter. Your unit must meet Housing Quality Standards in order to continue receiving a HAP payment.

The annual inspection is scheduled at least 120 days prior to the expiration of the contract and is performed in conjunction with the re-certification of the participant. If the annual inspection fails you will receive a failed inspection report and will be given 30 days from the date of the report to make any corrections, a reinspection will occur on or immediately after the 30 days has passed. **Serious deficiencies, which present an immediate danger to the health and safety of the participant must be corrected within 24 hours.** If corrections are not made within the 30-day period, your HAP payment may be held, abated and we may have to begin the move process for the participant.

Abatement: *HAP abatement means that a portion of the HAP payment will not be paid for every day that the inspection deficiencies are not corrected, this money will not be paid and will not be owed to the landlord by the AHA or the participant. We will not begin paying again until the unit passes an HQS inspection.*

Complaint or "requested" inspections are conducted upon request by participants, landlords, neighbors or any other reliable source.

For more information regarding HQS inspections, please visit HUD's website via this link:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/hqs



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IMPORTANT NOTICE TO OWNERS AND TENANTS

Submission of the Owner's Packet

The AHA will not accept any RFTA's unless the entirety of the Owner's packet has been completed. Your RFTA will be denied until all Owner and Tenant signatures and requirements have been completed.

AHA is not authorized to pay any rental subsidy until the unit has an AHA approved HQS inspection and an AHA approved rent. There will be no subsidy payments for any period prior to the inspection and rent approval dates.

If you have questions regarding anything please contact the caseworker listed on the front of this packet.

Business Hours

The AHA is open Monday – Friday from 8:30 A.M. until 4:00 P.M.

The office staff takes lunch between 12:00 P.M. and 12:30 P.M.

Dates the Office is Closed

New Year's Day (Monday, January 1 st , 2024)	Martin Luther King Jr. Day (Monday, January 15 th , 2024)	Lincoln's Birthday (Monday, February 12 th , 2024)	Washington's Birthday (Monday, February 19 th , 2024)
Good Friday (Friday, March 29, 2024)	Memorial Day (Monday, May 27 th , 2024)	Juneteenth (Wednesday, June 19 th , 2024)	Independence Day (Thursday, July 4 th , 2024)
Labor Day (Monday, September 2 nd , 2024)	Columbus Day (Monday, October 14 th , 2024)	Veteran's Day (Monday, November 11 th , 2024)	Thanksgiving (Thursday, November 28 th , 2024)
Black Friday (Friday, November 29 th , 2024)	Christmas Day (Wednesday, December 25 th , 2024)	New Year's Day (Wednesday, January 1 st , 2024)	

If your case worker is out of the office for an extended period of time, it will state such on their voicemail or automatic reply on their email.



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Appointment Procedure

The AHA office is by appointment only, please contact the designated caseworker in the event that you'd like to speak to them in person.

If you would like to make an appointment with your caseworker, you may do so by calling or emailing them.

You may also make an appointment on the AHA website via this link:

<https://www.amsterdamhousingauthority.org/contact-us/>. And by using the "Book Appointment" Button.

It will look like the picture below.

If we can help in anyway, please do not hesitate to set a time to meet with us or leave your details and we will get back to you.

Book appointment

Case Worker Information

If you have any questions or concerns about the form or on how to report a change, please contact your caseworker.

Section 8 Executive Director:

Damaris Carbone: (518) 842-2907 ext.: 1009 OR dcarbone@amsterdamhousingauthority.org

Section 8 Department Manager:

Clifford Chaverri: (518) 842-2907 ext.: 1011 OR cchaverri@amsterdamhousingauthority.org

Section 8 Case Workers:

Rebecca Sweetman: (518) 842-2907 ext.: 1000 OR rsweetman@amsterdamhousingauthority.org

Laura Reyes: (518) 842-2907 ext.: 1012 OR lreyes@amsterdamhousingauthority.org

You may also email the entire department directly at section8@amsterdamhousingauthority.org if you are unsure who to contact.

Please note that email is the best way to get in contact with any of the aforementioned individuals.



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AGENT AUTHROIZATION

If there is an existing Agent Authorization or Property Management Agreement in place for this unit, please attach it to this Owner's Packet upon return. If there is not an Agent Authorization or Property Management Agreement in place, this authorization is to be completed by the legal owner as well as the agent or property manager of the property listed within the RFTA. Please keep a copy of this for your own records.

Property Address: _____
Street Apt # City State Zip

Tenant Name: _____

AUTHORIZATION

I, _____, hereby authorize _____, known
(Owner's Name) (Agent's Name)

as my agent to conduct the following business with the AHA on my behalf for the aforementioned tenant and unit.

Please indicate he agent's authorized responsibilities with the AHA (check all that apply):

- Contact the AHA and tenant (i.e., negotiate rent, execute tenant lease and HAP contract).
- Receive the HAP payment and tenant's portion of rent.
- Grant access to the unit for inspection purposes and other AHA official purposes.
- Access and edit contract and payment information.
- Maintain responsibility for repairs and inspections.
- Inform the Owner of obligation sunder 42 U.S.C. 4852d and is responsible for ensuring compliance.

Agent Contact Information (to be completed by the agent)

Agent/Property Manager Company Name: _____

Agent/Property Manager Contact Name: _____

Adress: _____

Phone Number: (____) ____-____ Fax Number: (____) ____-____

E-mail address: _____

If the Agent's responsibilities are described in a separate agreement, I will provide a copy of that document and any amendments thereto to the AHA. I acknowledge that the appointment of the Agent does not in any way abridge, negate, modify or otherwise eliminate my/our responsibilities and requirements under the HAP Contract with the AHA and that I am responsible for ensuring that the Agent and Property comply in all respects with such responsibilities and requirements.

Signature of Legal Owner

Date

Signature of Agent/Property Manager

Date



AMSTERDAM HOUSING AUTHORITY

Damaris G. Carbone, Executive Director
52 Division Street Amsterdam, NY 12010
www.amsterdamhousingauthority.org

ILLEGAL SIDE PAYMENT NOTICE

Except for the rent late fees or fees for tenant caused damages, owners may not charge any additional amounts and/or receive any payments from the family, the PHA, HUD or any other public or private source for the rental of the contract unit during the HAP contract term.

(DSS Assistance payments, the tenant renting space for storage or a parking space, it will have to be outlined in the lease that they are renting these spaces, or the tenant paying for tenant caused damages will not be considered an illegal side payment)

The collection of side payments from HCV participants is a serious offence that is punishable under Federal law. Side payments include but are not limited too; rent payments from participants in addition to the agreed upon contract rent amount, fees for appliances or routine maintenance services or additional charges for utilities in the rent or that the landlord has agreed to pay. Additionally, requiring participants to perform services in lieu of payments (i.e., perform their own maintenance) is not permitted.

Owners charging tenants illegal side payments are considered to be in breach of the HAP contract. AHA may pursue recovery of overpayments, suspension of HAP, abatement of HAP or other reduction of HAP, as well as termination of the HAP contract and payments.

If it is discovered or suspected that an Owner is collecting any form of side payments, the matter will be reported to the Office of Inspector General (OIG) for further investigation and possible prosecution under Federal law pursuant to HUD regulations.

Violations of these provisions constitute fraud. The Owner and participant may be terminated from the HCV program and information will be referred to the OIG for further investigation.

Print Head of Household Name Signature Date

Print Owner Name Signature Date

Print Agent Name Signature Date



DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Lead warning statement: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the unit. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Owner's Disclosure (initial)

(a) Presence of lead- based paint or lead based paint hazards (check one below)

Known lead-based paint and/or lead-based paint hazards are present in the unit (explain).

The owner has no knowledge of lead-based paint and/or lead-based paint hazards in the unit.

(b) Records and reports available to the lessor (check one below)

The owner has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the unit (list documentation below).

The owner has no knowledge of lead-based paint and/or lead-based paint hazards in the unit.

Tenant's Acknowledgment (initial)

(c) The tenant has received copies of all information listed above.

(d) Lessee has received the pamphlet, "Protect Your Family from Lead in Your Home."

Agent's Acknowledgement (initial)

(e) The tenant has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Owner Signature **Date**

Other Adult Signature **Date**

Head of Household Signature **Date**

Other Adult Signature **Date**

Agent Signature **Date**

Other Adult Signature **Date**

Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA) Amsterdam Housing Authority, 52 Division St, Amsterdam, NY 12010			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection

<p>9. Structure Type</p> <input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)	<p>10. If this unit is subsidized, indicate type of subsidy:</p> <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____
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11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
Refrigerator		Provided by
Range/Microwave		

12. Owner's Certifications

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

RECERTIFICATION AND NOTICE OF NON-RENEWAL POLICY

All participants need to recertify on an annual basis. Both the tenant and the owner/agent will receive notice approximately 120 days prior to the date of the annual recertification that it will be approaching.

Should the owner/agent or the tenant decide not to renew the lease, it is mandatory that a 30-day written notice signed by both the landlord and tenant be given to the AHA Section 8 office by either party.

In order for a 30-day notice to be considered a "proper 30-day notice" it will have to be turned in on or before the 1st of the month prior to the month you'd like to move.

For example, if you would like to move effective for October 31, 2023, then you would have to turn in a complete copy of the 30-day notice on or before October 1, 2023.

Please note that if you are being newly admitted onto the program and are not a current program participant, you will not be able to move until you have recertified once. So, if you are put onto the program October 1, 2023, you will not be able to move until November 30, 2024.

Failure to provide a proper 30-day notice may result in non-payment of the HAP Contract and/or termination of the HAP Contract and the Tenant's voucher.

Please contact your caseworker should you have any questions regarding the move process.

I, _____, fully understand and agree to the above responsibilities as an Owner.
(Signature of Owner)

I, _____, fully understand and agree to the above responsibilities as the HOH.
(Signature of Head of Household)

I, _____, fully understand and agree to the above responsibilities as the other adult.
(Signature of Other Adult)

I, _____, fully understand and agree to the above responsibilities as the other adult.
(Signature of Other Adult)

I, _____, fully understand and agree to the above responsibilities as an Agent.
(Signature of Agent)

Date Owner Signed: _____

Date Head of Household Signed: _____

Date Agent Signed: _____

Date Other Adults Signed: _____

(Caseworker Signature)

Date

Definitions:

HAP- Housing Assistance Payments (The AHA's portion of the rent)

AHA – Amsterdam Housing Authority

HOH – Head of Household

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-		-	
		-		-		
or						
Employer identification number						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-			
		-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

1. Introduction
2. Methodology
3. Results
4. Discussion
5. Conclusion

The first part of the study focuses on the theoretical background and the research objectives. The methodology section describes the data collection and analysis procedures. The results section presents the findings of the study, and the discussion section interprets these findings in the context of the research objectives. The conclusion summarizes the main findings and provides recommendations for future research.

The study was conducted using a mixed-methods approach, combining quantitative and qualitative data. The quantitative data were analyzed using statistical methods, while the qualitative data were analyzed using content analysis. The results of the study indicate that there is a significant relationship between the variables studied.

The findings of this study have important implications for the field of research. They suggest that the theoretical model proposed is supported by the data. However, there are some limitations to the study, and further research is needed to explore these issues in more detail. The study also provides practical recommendations for practitioners in the field.

In conclusion, the study has provided valuable insights into the relationship between the variables studied. The findings support the theoretical model and have important implications for the field. Further research is needed to explore these issues in more detail, and the study provides practical recommendations for practitioners.

The study was supported by the following grants: [Grant Name], [Grant Name], and [Grant Name]. The author would like to thank the following individuals for their assistance: [Name], [Name], and [Name].

The author is grateful to the anonymous reviewers for their constructive comments and suggestions. The study was conducted in accordance with the ethical standards of the [Institution Name]. The data used in the study are available upon request.

AUHTORIZATION FOR DIRECT DEPOSIT

Tenant Name: _____

Company Name: Amsterdam Housing Authority

I/we authorize the AHA to initiate HAP deposits as well as any HAP credits or adjustments necessary to my bank account that is listed below. I/we understand that if I/we have to change this information, I/we will need to provide a new "Authorization for Direct Deposit" form.

Bank Name: _____

Bank Address: _____

Bank Routing Number: _____

Bank Account Number: _____

Type of Account (Check One) Checking Savings

Owner Telephone Number: _____

Owner Email address: _____

*****If this is a checking account, please attach a copy of a voided check.*****

This authorization is to remain in full force and effect until the AHA has received written notification from me/us of its termination in such time and in such manner as to afford the AHA and depository a reasonable opportunity to act on the request. The AHA reserves the right to terminate the HAP payment at any time for any violation of program rules and regulations committed by the owner/agent and the participant.

Owner Name: _____

Owner
Owner Signature: _____

Date: _____

Amsterdam Housing Authority

AHA Rep. Name: _____ AHA Rep. Signature: _____

Date: _____



AMSTERDAM HOUSING AUTHORITY

Damaris G. Carbone, Executive Director

52 Division Street • Amsterdam, New York 12010

www.amsterdamhousingauthority.org

October 2, 2023

SAMPLE REGISTRATION LETTER

Bob Barker
810 Monitor Street
La Crosse, WI 54603

Re: Registration Code/Login Instructions

The Amsterdam Housing Authority is happy to introduce to our landlords a new Landlord Portal web tool to provide additional services by the Housing Authority. Through this portal, you will be able to view and reprint rent payments, inspections results, and 1099's. You can also view your currently occupied units, view and update your contact and banking information, use the Secure Document Exchange to send and receive documents from the Housing Authority, as well as sign documents electronically.

To log in and begin using the Landlord Portal open a web browser on any internet connected device and go to our website www.amsterdamhousingauthority.org and click on the "AHA Portal" link. Once on the Log In page you will click Register as a new user.

Your Registration Code is: **ABC123**

Once you have logged in you will have access to the options we mentioned above. If you have any questions, please reach out to us via email at section8@amsterdamhousingauthority.org.

Sincerely,

Amsterdam Housing Authority
Section 8 Department



Conventional Housing Program
Phone: (518) 842-2894 /

Section 8 Rental Assistance Program
Phone: (518) 842-2907

**Section 8
Landlord List**

Business Name/ Landlord Name	Telephone	Email
11207 Flora Springs Dr LLC Felix Castillo	(813) 816-1140	11207florasprings@gmail.com
12010Homes LLC.	(786) 556-5825	12010homesny@gmail.com; 12010homes@gmail.com
196-198 Florida Avenue Amsterdam Llc Jason Fraiser	(518) 490-9017	bf518properties@gmail.com
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Adams, Joanne P	(518) 857-7703	adamsjnn@aol.com
[REDACTED]	[REDACTED]	[REDACTED]
Amsterdam NAS Limited Partnership	(518) 842-2894	btesiero@amsterdamhousingauthority.org; dcarbone@amsterdamhousingauthority.org
Anyym Llc	(917) 577-1013	gtcc10@gmail.com
Arias, Santos	(845) 570-3944	Santosarias8498@gmail.com
Arthurs, Patricia	(518) 843-2095	rarthur3@nycap.rr.com
[REDACTED]	[REDACTED]	[REDACTED]
Baker, Robert	(518) 212-2838	robertbaker2001@yahoo.com
Bandos, Wanda	(518) 424-0031	
Benjamin Chase Properties LLC Keyaira Hawkins	(949) 877-6018	BenjaminChaseproperties@gmail.com
Bonner, Wayne C.	(518) 491-9352	wayneb692003@gmail.com
Bree, Brian	(631) 902-1322	bbree1961@gmail.com
Brevetti, Joseph	(845) 596-1924	joe.brevetti@gmail.com
Briggs, Princess	(518) 772-7441	princess.nsbriggs@gmail.com
Bronski, Arlene	(518) 705-7862	upstatelaker@yahoo.com
Bronski, Janusz	(518) 852-9299	upstatelaker@yahoo.com

Section 8 Landlord List

Brundage, Jay	(518) 842-0600	pauldamasco1@gmail.com
Budhram, Dhaniv	(574) 383-8084	vallisa86@gmail.com
Bunn Street LLC Zoey McCoy	(518) 965-1899	zoemccoy16@yahoo.com
Cacciari, Brenda	(518) 212-2665	
Capital Region Apt Rentals Llc	(201) 314-3344	njdhomes@gmail.com
Carmen Colon Vidal	(518) 344-8655	c34colon@yahoo.com
Case, John	(518) 752-9792	
Casella, Daniel	(518) 775-6926	danielcasella@msn.com
Castro, Jose	(518) 212-2276	castro_contracting@yahoo.com
CbsI Realty Holdings Llc	(860) 459-2110	rochellermonk@Gmail.com
Chrzanowski, Casmer	(518) 842-9891	
Cieplik, Piotr	(518) 843-8802	
Clark, Janell	(518) 816-2382	
Colonial Square Of Amsterdam	(518) 842-8110	colonialsquare@crmrentalmgmt.com
Dantini, Jeanne	(518) 852-4982	jld82461@aol.com
De La Rosa, Randolpho	(518) 512-6892	champseller@gmail.com
DeCusatis, Gerard	(518) 842-1414	decusatis@alum.mit.edu
DePaul Amsterdam, L.P.	(518) 267-1150	mbunce@depaul.org; AFox@depaul.org
DePaul Holland Circle LP	(518) 267-1155	sshreader@depaul.org
Dominick Megna	(518) 577-2537	
Donna Szurek	(518) 843-2632	
Drizis, Fotios	(845) 399-9226	frankdrezes@gmail.com
Eagle Property Mgt., Llc	(518) 842-2929	Office.Eaglepropertyhomes@gmail.com

**Section 8
Landlord List**

Ernan Jay St. Apartments	(646) 206-2169	mrep1234@aol.com
Fagant, Shaun	(518) 774-7066	41summitave@gmail.com
Feliciano, Evelio	(518) 641-2269	efeliciano1964@gmail.com
Fernandez, Florinda	(518) 894-6159	
GAM Best LLC	(917) 530-5808	frtzzz@gmail.com
Gamm Management	(317) 331-8730	nathandortch@gmail.com
Gates, Chandramah	(517) 877-2377	sunitaseenarine@yahoo.com
Gateway Property Solutions, LLC	(518) 246-5861	dj.ioele@gatewaysolutionscorp.com; jake.eipp@gatewaysolutionscorp.com; alexa.angel@gatewaysolutionscorp.com
Geary, Nathan	(518) 221-7547	ngeary95@gmail.com
Geraldine Poremba	(518) 527-0688	
GMB Property Management LLC		pbaia@nycap.rr.com
Paquale Baia		
Gracia, Jose	(518) 866-4274	chumin73@gmail.com
Graham, Arvilla	(518) 866-9645	
Guerrero, John	(914) 227-1199	jguerrero335@aol.com
Guinness Towers LLC	(917) 742-0635	ryeland27@yahoo.com
Haberek, Charles	(518) 366-6160	Haberekmachine@gmail.com
Hai Yun, Zhou		
Hansmattie Sookdeo	(347) 475-7295	melissaa17@msn.com
Hassan Memon	(518) 930-1410	memonhassan@gmail.com
His Unlimited Inc.	(518) 842-0600	rose@hisunlimited.com
Hurricana Ventures LLC	(518) 378-7959	hurricanaventures@gmail.com
Michael Isles		
Hyacinthe, Gilbert	(718) 598-8018	mrshyacinthe@yahoo.com
Jager, Dean	(518) 229-2669	titanassetgroupllc@gmail.com
Jiao, Jianfu	(518) 571-0756	Jianfu.jiao@gmail.com

Section 8 Landlord List

Jim Hayes Rental, LLC	(518) 374-5444	thayes12072@hotmail.com
John Spiak	(518) 774-8905	
John St. Properties, LLC,	(518) 775-9108	johnstproperties@yahoo.com
John, Ingrid	(917) 547-7041	ijohn180@gmail.com
Joseph, Glenda	(321) 987-2002	gjpalmbay@aol.com
Kenneth A Markes	(518) 866-8606	kmarkes52@gmail.com
Kevin Myers	(518) 921-8016	
Kevin Myers		
Kowalski, Ronald	(518) 657-1086	lindakowalski2@gmail.com
Kristina Renard	(347) 724-3325	krenard223@gmail.com
Kristina Renard		
Kuban, Daniel J	(518) 365-6942	dkuban518@hotmail.com
Lamori, Ronald	(518) 848-4631	
Laporte, Maria	(518) 212-2491	
Lenczewski, Jaroslaw	(518) 428-2266	nrom978@gmail.com
Lenehan Properties LLC	(518) 332-6473	chrislenehan92@gmail.com
Christopher Lenehan		
Leo Michel	(646) 331-4120	lmichel2161@gmail.com
Lewandowski, Donna	(518) 843-7357	donna157@hotmail.com
LHS Mazel Inc.	(347) 415-8640	lhsmazelinc@gmail.com
Lopez, Maria	(518) 545-9907	
Lori Mumby	(518) 844-2666	lmumby@icloud.com
Luis Rodriguez	(518) 428-9837	lusito556@gmail.com
Maddalone & Associates, Inc	(518) 346-8600	victoria@maddalone.net; omarie@maddalone.net
Magnet Homes, LLC.	(518) 992-8235	68amsterdam29@gmail.com
Mahmood, Nahl	(518) 928-4361	nahl.mahmood.pk@gmail.com

**Section 8
Landlord List**

Marcellino, Thomas	(518) 727-6882	
Marroquin, Brenda	(415) 312-6097	Neoranter@gmail.com
Melville, Mirian	(718) 441-7614	
Mercado Miranda, Tamily M.	(518) 630-4990	tamily.miranda.9@gmail.com
Modelowski, Michal	(518) 229-3525	mmod913@yahoo.com
Mohammad Memon	(518) 928-3737	m.iqbal.memon@gmail.com
Monge, Juan	(518) 843-8575	loriwritesfiction@gmail.com
Murtaza, Abdeali	(732) 371-2588	Leoncillo081@gmail.com
Nepaulsingh And Company Llc,	(518) 588-0003	joycemhn67@gmail.com
New Life Rental Enterprises, Llc	(518) 588-5443	jhentnik@live.com
New Prospects Unlimited	(518) 842-0600	
Nieves, Bertha	(518) 842-1097	nieves04@verizon.net
Nixon, Molly Colleen	(518) 868-2706	mcolleennixon@hotmail.com
Noras Enterprises LLC	(718) 909-3890	BOONINO1@HOTMAIL.COM
Nutmeg National Properties LLC	(860) 888-7877	Jf4palo@hotmail.com
Palumbo, Michael	(310) 717-5398	mpalumbo123@gmail.com
Perez, Aida	(518) 866-9136	
Petrosino, Victoria	(518) 369-5603	victoria.petrosino@gmail.com
Petrosino, Louis	(518) 810-9471	petrosino.louis@gmail.com
Prosperity Foundation LLC	(917) 208-9542	prosperityfound2001@gmail.com
Bonita Knowles		
Qaisar, Muhammad	(551) 226-3203	muhammadchand19@gmail.com
Ralph DiTore	(845) 538-3111	rditore93@gmail.com
RAMLA ESTATES LLC	(732) 371-2588	murtaza.abdeali@gmail.com

Section 8 Landlord List

MURTAZA ABDEALI		
Randall, Lisa	(518) 884-9133	LRANDALL@SARATOGABRIDGES.ORG
RCA Properties NY LLC	(718) 926-6239	ansarm.mails@gmail.com
Real Property Management, LLC	(518) 379-6467	
Van Niekerk Ria		
Riceman, Jacob	(518) 650-4404	jake.riceman@gmail.com
Rick's Home Repair LLC	(518) 256-3753	robles_towing@yahoo.com
Rivercrest Development	(518) 842-2907	dcarbone@amsterdamhousingauthority.org; cchaverri@amsterdamhousingauthority.org
RJS Properties, Inc.	(518) 843-3635	gcrbob@gmail.com; gcrbob@nycap.rr.com
Robert Hacker Sr	(518) 522-9831	bobhacker1174@yahoo.com
Rosito, Diana	(518) 843-5269	dianarosito@yahoo.com
Rosito, Leonel	(518) 630-1899	dianarosito@yahoo.com
Ruch, Darren	(518) 339-5911	minklerrealty@gmail.com; relaxn850@gmail.com
Sanabria, Jacob	(518) 705-6022	cchaverri@amsterdamhousingauthority.org
Sansone, Joseph	(518) 346-1358	
Santana, Javier		javi19ntuk@hotmail.com
Santiago, Sara	(518) 842-5945	scms231_38@yahoo.com
Schroeder, John	(607) 644-4185	schroeder116@gmail.com
Sefrin, Michelle	(518) 231-7815	eastend518@gmail.com
Sefrin, Raymond	(518) 231-7815	westendtowing@gmail.com
Seise, Israel	(518) 842-2247	
Serrano, Jose	(518) 866-7172	srrsj@aol.com

**Section 8
Landlord List**

Sgambati Brown, Jennifer (518) 825-7976 jennifersgambatibrown@gmail.com

[REDACTED] [REDACTED] [REDACTED]

Shaw, Shafeeza (518) 212-9477 shafeezashaw93@gmail.com

Shining Mohawk LLC (518) 491-3760 shiningmohawk@gmail.com

Silva Dos Santos, Alexandre (518) 866-8944 adscontracting518@gmail.com

Singh, Balvinder (917) 903-7087

Singh, Banta (917) 903-7087

Smicinski, Robert (518) 843-3635 gcrbob@nycap.rr.com

Smith, Karen (518) 817-2147 kfrayze@hotmail.com

Sukraj, Nanda (929) 838-3066

Supernova NY LLC (518) 857-8949 supeny84@gmail.com

Szurek, Patrick (518) 935-0810 drszurek@gmail.com

Theodore Hidde (518) 256-8550

Toc Associates, (518) 312-0823 tochousing@gmail.com

Vassi, Anthony (518) 843-1871 vassi.tony56@gmail.com

Vassi, Benjamin (518) 774-0977

Vassi, Frank (518) 542-1227

Vassi, Robert (518) 441-7599 RVASSI3@nycap.rr.com

Vaughn Watkins (646) 245-5792 vaughndavidwatkins@gmail.com

Warwick, Mary (518) 902-6283 mdelf816@yahoo.com

[REDACTED] [REDACTED] [REDACTED]

Weber, Eric (518) 330-2334 eweb0421@yahoo.com

Wj And J Properties, LlC (518) 944-4009 wjandjpropertiesllc@gmail.com

Woodrow Townhomes LlC (518) 842-3120 CColbath@vestacorp.com;
Rlannone@vestacorp.com;
DMunoz@vestacorp.com

Section 8 Landlord List

Yam, Ting	(518) 763-3926	ting_yam@yahoo.com
Yowell, Melanie	(518) 842-1301	melanie.yowell@gmail.com
Zamora, Juan	(518) 842-1301	
Zara, Thomas	(518) 506-6295	zarashomeimp@aol.com
ZHONG IRA, LLC	(518) 866-9558	amstnyhomes@gmail.com; lguadagno1717@gmail.com
Property Management By Lisa		
