



how to change from 6 tenant to 3 tenan X



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## ◆ AI Overview ⋮

Changing a household composition for an HPD NYC-subsidized unit (e.g., from 6 to 3 tenants) requires submitting a recertification package or interim change request to the [Division of Tenant Resources \(DTR\)](#) to update the "Rental Subsidy Participant Household Summary". Residents must report changes, and removing individuals requires documenting that they have permanently vacated, typically through a updated lease or a formal declaration, in compliance with HPD regulations. [↗](#)

### Steps to Change Tenant Count in HPD Units:

- **Submit an Interim Change/Recertification:** Complete the required forms to update the household composition. This includes the "Rental Subsidy Participant Household Summary," formally removing individuals.
- **Documentation:** Provide proof that the 3 tenants moving out are no longer residing there (e.g., a lease assignment, surrender of rights, or new address).
- **Submit to HPD:** Submit the forms directly to the HPD Division of Tenant Resources.
- **Wait for Approval:** HPD will review the change to determine if the new household size is still eligible for the subsidy amount and fits the apartment size regulations. [↗](#)

If the unit is not subsidized but is a city-owned, [Tenant Interim Lease \(TIL\) program building](#) with 3 or more units, changing the structure requires coordination with HPD to update the tenant association records. [↗](#)

*Disclaimer: Subletting or unauthorized changes in household composition without landlord/HPD consent can lead to eviction proceedings.* [↗](#)

### TENANTS' RIGHTS GUIDE - NYC.gov

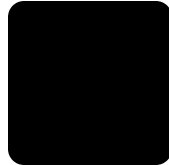
Assign a Lease To assign means that the tenant is transferring the entire interest in the apartment lease to someone else and perm...

 NYC.gov ⋮



### Division of Tenant Resources RENTAL SUBSIDY ... - NYC.gov

Please follow these instructions as you review and complete the recertification package. Additionally, a detailed checklist of all...



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### Tenant Interim Lease (TIL) Program · NYC311 - NYC.gov

The Tenant Interim Lease Apartment Purchase Program (TIL) enables eligible tenant associations in occupied City-owned buildings of...

311 NYC (.gov)

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## Change of Ownership Request Instructions <sup>PDF</sup>

Change of Ownership Request Instructions. PLEASE RETURN YOUR. **REQUEST VIA: Email: dtros@hpd.nyc.gov.** Fax: (212) 863-8526. Mail: HPD Division of Tenant Resources ... [Read more](#)

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## HPD Requirements Requiring 3 Tenants? : r/NYCapartments

Some postings I have found online mention "As per **HPD** requirements apt must have **3** occupants with minimum 65k and under 145 yearly income .. no guarantors." [Read more](#)

**8 answers** · Top answer: My assumption is that it has to do with the asking price. Bc guarantors arent a...



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## § 8-07 Transfer from Third Party to Tenant Ownership.

**HPD** shall make a determination whether or not to approve the transfer from a Third Party to **Tenant** ownership upon completion of the interim evaluation period. [Read more](#)



NYC.gov

<https://www.nyc.gov> › hpd › services-and-information

## Tenant Rights and Responsibilities - HPD

To access these services, please call 311 and ask for the "**Tenant Helpline**", visit the **NYC Tenant** Protection Cabinet webpage, or fill out their Contact Us form. [Read more](#)



New York State Attorney General (.gov)

<https://ag.ny.gov> › sites › default › files › tenants...

## Residential Tenants' Rights Guide PDF ⋮

The contract between a **tenant** and landlord, whether based on a written lease or a handshake, is one of the most common and important deals. [Read more](#)

71 pages



Facebook · NYC Department of Housing Preservation &amp; Development (HPD)

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## Starting January 26, 2026, HPD will implement Local Law ... ⋮

Under the law, buildings with one or more rent- stabilized units must post a clear notice in common areas, in both English and Spanish, ... [Read more](#)



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## Rights and Obligations of Tenants - HPD

For leases commencing after 9/24/19, landlords can only raise rents by up to 5% each year for rent stabilized apartments during lease renewal periods, ... [Read more](#)



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<https://www.hklaw.com> › insights › publications › 2025/09

## The Cloudy Future of Multifamily Housing Sales in New York

Sep 30, 2025 — Intro 902 will amend the **New York City** Administrative Code to give certain nonprofit entities and **tenant** groups a right of first offer to ... [Read more](#)



NYC Rules

<https://rules.cityofnewyork.us> › uploads › 2023/02

## department of housing preservation and development <sup>PDF</sup>

Feb 10, 2023 — You can tell us by mail at the address given above or by email at mitchell-lama@**hpd.nyc.gov**. You may also tell us by telephone at (212) 863 ... [Read more](#)



NYCHDC

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## Manage

Below you will find a variety of resources to support the management and marketing of these properties, including property owner programs, and updates. [Read more](#)

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