

NYCHA recertification submission record

Keep this worksheet with your copies. It is a preparation and follow-up aid, not a NYCHA form or proof of approval. Use the deadlines on your own notices. Do not write Social Security numbers or passwords here.

Annual review year: _____

Forms and documents due: _____

Date submitted: _____

Next follow-up date: _____

1. Complete the annual review

- ☐ Confirm that NYCHA administers the voucher. Match the annual review year to the notice and record its return date.
- ☐ Update every household member and complete the income, asset, expense and consent sections. Report changes; let NYCHA determine exclusions and deductions.
- ☐ Finish the portal's submission screens, then add every required supporting document. A saved form or one uploaded document does not establish that the whole review is complete.

Sources: [NYCHA Section 8 portal guide](#); [NYCHA recertification checklist](#)

2. Save evidence and check what is missing

- ☐ Keep a copy of the submitted forms, readable attachments and any confirmation. Record the submission date, method and document names below.
- ☐ Check the portal again for status and document requests. If receipt is unclear, call 718-707-7771 (Section 8: weekdays 8 AM-5 PM). Ask what arrived, what is missing, for whom, and by what date.
- ☐ Set a personal follow-up reminder before the next deadline. A reminder is not a NYCHA processing-time promise. Read the payment-change notice when it arrives.

Sources: [NYCHA Section 8 portal guide](#); [NYCHA tenant FAQ](#)

3. Act on a warning or termination notice

- ☐ Record every notice's date and response deadline separately. Send missing proof promptly and keep evidence of delivery.
- ☐ Follow any conference/hearing instructions by their deadline. A routine phone call or document upload does not replace a hearing request. Seek help promptly if a deadline is close.
- ☐ If assistance has ended, contact NYCHA immediately about restoration and confirm the packet's due date. For court papers or eviction risk, call 311 and ask for the Tenant Helpline.

Sources: [NYCHA Administrative Plan, XVIII and XXIV](#); [NYC termination intervention guide](#); [NYC tenant legal services](#)

Submission and follow-up log

Record the date, submission method or person contacted, documents or response, and next action/deadline. Keep copies of attachments with this sheet. This worksheet stays with you; do not send it instead of NYCHA's required forms.

Documents sent

Date / method	Document and household member	Receipt / confirmation

Calls, requests and next steps

Date / contact	What arrived or is missing	Next action / due date

A warning or termination notice needs separate attention. Record its hearing deadline and follow its instructions even while sending missing documents.

Full guide and current source links:

vouchermatch.com/blog/nycha-annual-recertification-for-tenants-step-by-step