Apartment viewing and proposal worksheet

HASA rental search | VoucherMatch

Take these apartment facts to your HASA worker. This is a planning aid, not an HRA form or approval.
Do not write medical information here. Use an additional sheet if you need more space.

1. Identify the apartment

Full address and unit

Advertised monthly rent | Bedrooms | Proposed lease dates

Advertiser contact | Availability checked on | Viewing date

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2. Check the terms and access

Cooking, electricity, heat and hot water: which are included?

Entrance, steps, elevator, rooms and questions from the viewing

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3. Review with your worker

Confirmed size, rent budget, utility adjustment and household contribution

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Documents requested, inspection / approval steps and next follow-up

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Prepared October 18, 2026. Use your worker's written determination; this sheet does not calculate aid.
Source: HRA HASA FAQ, June 12, 2026, pages 10-11 (nyc.gov).