

How to Get to a Place Called HOME



A Handbook to Help
People Living with
HIV/AIDS Find
Housing in New
York City



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Introduction

What is this handbook about?

How to use this handbook

A note about evictions



What is this handbook about?

This handbook is for people living with HIV/AIDS (PLWHAs) who want to find a place to live in New York City. In this handbook, New York City means the five boroughs that make up the city (Bronx, Brooklyn, Manhattan, Queens, and Staten Island). This handbook can help if you:

- Need a place to stay for the night (emergency housing);
- Are staying with friends or family while you try to find a place of your own;
- Need a place to stay for a while so that you can get help dealing with HIV/AIDS or other needs before you move to your own home;
- Need a place to stay because you have just come out of a prison, a hospital, or a treatment program for drug, alcohol, or mental health problems;
- Live in a transitional housing program and you want to find long-term housing; or
- Live in an apartment, but you want one that costs less.

You have already had to learn a lot about HIV/AIDS — what medicines to take and how to find support from agencies and other people with HIV/AIDS. Housing is one more thing to learn about. It can be hard to find the housing you want. Two things can make your housing search easier: information and support. This handbook gives you the information you need and lets you know about people and groups that can give you support.

How to use this handbook

This handbook is divided into three sections: Section I addresses specific types of housing available in New York City; Section II addresses general information on HIV/AIDS housing; Section III provides New York City resources.

A note about evictions

If you live in New York City and you are about to be evicted, go to page 20 for eviction information. **ACT RIGHT AWAY IF YOU GET AN EVICTION NOTICE.**





Thinking Ahead

Why should you get help finding a place to live?

What kinds of housing are available?

What is housing eligibility?

Do you want to tell people that you have HIV/AIDS?

Does how much money you earn affect the type of housing you can get?

Do you want or need support services?

Does it matter if you have a criminal record?



Why should you get help finding a place to live?

Finding a place to live can take hard work and patience. Many people living with HIV/AIDS report that they have to find housing on their own even though there are people and services to help them through this process. We hope this handbook will help you if you're trying to find housing on your own or with support from other people.

There are people whose job is to help you with housing — they are often called *housing placement assistance workers*. Sometimes your *HIV/AIDS case manager* can help you with housing. They can make a big difference in helping you find a place to live.

For more information on people who can help you find HIV/AIDS housing in New York City, turn to page 16.

What kinds of housing are available?

Some types of housing in New York are just for people with HIV/AIDS. Other types of housing are for people who meet *eligibility rules* (also known as program rules) — the rules for getting into the program. In New York City, there are lots of different types of housing for people living with HIV/AIDS. These include emergency shelter, congregate housing, and clustered housing. The details on each type of housing are in Section I.

You may also need different kinds of housing at different times. If you have no place to live right now, you may need to find an emergency shelter first, then move into transitional housing. After that, you may be able to move to congregate housing or to housing where you get help paying your rent. You might even choose to get a place of your own, such as public housing or housing paid for by the Housing Choice Voucher Program/Section 8.



What is housing eligibility?

As you look for housing, you may hear about **housing eligibility**. Housing eligibility means the reasons why you may or may not get into a type of housing or get help paying for rent. There are many reasons why you may or may not get into a housing program. Some of these are:

- How much money you make and the value of things you own (your **financial resources**), such as a car.
- The stage of your HIV/AIDS illness — have you been diagnosed with HIV or AIDS symptoms?
- Whether you live by yourself or with family members.
- If you have other health problems, disabilities, mental illness, or drug or alcohol problems.
- Your age.
- Your gender.
- Where you live now.
- If you have a criminal record.

When you start calling housing programs, ask them about the eligibility rules before you apply for help. There are books and websites that have lots of the information you are looking for in one place. The *New York City Housing Resource Database* (website at www.hivhousingnyc.org) and the *New York City HIV/AIDS Housing Resource Book* list some of the rules for each program (see page 100 for details on these resources).



Do you want to tell people you have HIV/AIDS?

You do not have to tell anyone that you have HIV/AIDS. In New York State, the law states that you cannot be turned away from any type of housing because you have HIV or AIDS. It is up to you to decide if you want to let anyone know your HIV status. You may be able to get into some types of housing if you have a disability (mental illness, drug problems), if you are a victim of domestic violence, or if you are a veteran. New York City has a special housing system, run by the HIV/AIDS Services Administration (HASA) that is just for people who have symptomatic HIV or AIDS (see page 28 for more details).

A good question to ask yourself is: “Do I want housing that is just for people living with HIV/AIDS or does that matter?” Not everyone wants housing that is just for people with HIV/AIDS. Sometimes this type of housing is not open to people who want it. Try to figure out all your needs before you look at different types of housing.

If you do not mind that other people know you have HIV/AIDS, or if you want to be around others with HIV/AIDS, transitional housing or congregate housing may be good choices for you. If you do not want your neighbors to know that you have HIV/AIDS, you may want to look for scattered site housing or public housing.

No matter what kind of program you choose, it is illegal for anyone to discriminate against you because you have HIV/AIDS. It is also illegal for any housing program staff member to tell anyone else that you have HIV/AIDS unless they get your written permission.

When you apply to a housing program for people with HIV/AIDS, the HIV/AIDS caseworker or housing placement assistance worker will ask for proof that you have HIV/AIDS. You will have to sign a form called an **authorization for release of confidential HIV-related information**. When you sign it, you are saying to your doctor or clinic



that it is okay to share your personal, medical information about your HIV/AIDS with the housing agency. The program cannot pass that information along to anyone else unless you give them written permission to do so.

Does how much money you earn affect the type of housing you can get?

You will probably be able to get help paying for your housing if you already get public assistance. Programs like **TANF (Temporary Aid to Needy Families)** and **PA (Public Assistance)** are often called **public assistance**. How much help you can get for housing depends on how much money you earn. If you make too much money, you may not be eligible for some of the housing programs listed in this handbook.

If you get public assistance, part of the money you get is called a **shelter allowance**. This pays for rent and other housing costs. The amount you get for your shelter allowance depends on your needs and whether you live alone or have a family. You usually pay about 30% of your income for rent.

If you make too much money to get public assistance or to get into a housing program, you may still be able to get other types of housing services because you have HIV or AIDS. Ask your HIV/AIDS case manager or housing placement assistance worker about other services you can get.

Do you want or need support services?

Most HIV/AIDS housing programs in New York City offer support services. The type of services and the amount of services depends on the program. Many of the support services can help you stay healthy and help you live on your own. Services can include:

- Having a case manager
- Help for alcohol, drug abuse, or mental health problems



- Getting rides to the doctor's office or to the grocery store (transportation)
- Help planning food and diet needs (sometimes prepared meals)
- Home health care, including medical services
- Child care
- Having people teach you the skills you need to live on your own

Be sure to look into support services as you begin to look for housing. If you want housing only and do not want or need any support services, you may be happier with public housing or other programs that have fewer support services.

Does it matter if you have a criminal record?

Having a criminal record may affect the type of housing you can get. Most housing programs accept people with a criminal record. But they might not accept you if you have been convicted of a violent crime or arson. People with a criminal record may not be able to get into the Housing Choice Voucher Program/Section 8 or public housing. If you have a criminal record and you have questions about getting housing, talk to staff of the housing program where you want to live or talk with your HIV/AIDS case manager or housing placement assistance worker.

**SECTION I:
How to Find Housing
in New York City**



Getting Help with Your New York City Housing Search

Who can help you find
a place to live in New
York City?

How do you find a
housing placement
assistance worker in
New York City?



Who can help you find a place to live in New York City?

Housing placement assistance workers help people who need housing. Housing placement assistance workers usually work at community-based agencies. Sometimes they are called housing placement specialists or housing placement and referral specialists. Whatever they are called, be sure to ask for help finding a place to live in New York City as soon as you know you need or want it.

A housing placement assistance worker knows about different kinds of housing programs, including programs just for people with HIV/AIDS. A housing placement assistance worker can help you:

- Find safe housing at a price you can afford;
- Apply for help to pay for your housing (rental assistance);
- Choose the best type of housing for you;
- Call agencies that may have the housing you want;
- Fill out the forms you will need; and
- Talk with your landlord and solve problems.

An HIV/AIDS case manager can also help you find housing. HIV/AIDS case managers work for community-based agencies or government agencies. If you do not have an HIV/AIDS case manager, call an HIV/AIDS program in your area that can help you find one. The New York State HIV/AIDS Information Service can help you find an HIV/AIDS program in your area (including New York City): call their free and private hotline number at 1-800-541-AIDS. When you call the HIV/AIDS agency, ask for an HIV/AIDS case manager who knows about housing.



You can also use the *New York City HIV/AIDS Housing Resource Database* (www.hivhousingnyc.org) or the *New York City HIV/AIDS Housing Resource Book* to find programs with an HIV/AIDS case manager or housing placement assistance worker (see *New York City Resources*, page 100).

How do you find a housing placement assistance worker in New York City?

To find a housing placement assistance worker in New York City:

- Ask your HIV/AIDS case manager how to find one.
- Contact HIV/AIDS agencies in your area (or call 1-800-541-AIDS for help).
- Contact HASA (HIV/AIDS Services Administration). If you meet their program rules, a HASA worker may be able to help you find housing (see *New York City Resources*, page 103).
- Get a list of housing assistance programs from the *New York City HIV/AIDS Housing Resource Database* at www.hivhousingnyc.org.
- Order a copy of the *New York City HIV/AIDS Housing Resource Book* (see page 100).



Eviction in New York City

Is there a way that you can stay where you are living now?

What do you do if your landlord is threatening to evict you?



Is there a way that you can stay where you are living now?

There is a lack of housing for people who do not have much money. **If you like where you are living now and feel that it is a safe place to live, it probably makes sense to stay where you are.** Do you normally have enough money to pay the rent, but sometimes you have bills to pay that you did not expect? Talk with your landlord and try to work things out. Explain what happened and when you expect to have enough money to pay the rent. If you have an HIV/AIDS case manager, talk with him or her about getting emergency help.

If you like the place where you are living, but you are having other problems—such as the landlord not making repairs or feeling like you are being treated unfairly—tell your case manager. **Do not refuse to pay the rent, because this could get you evicted.** Instead, you may be able to get legal help from your local Legal Aid Society or other legal services agency. If you are being evicted from a housing program for breaking the program rules, you may want to get a lawyer or other legal help so that you do not have to move.

Before you decide to stay where you are living now, ask yourself this question: “If I solved the problem I am having now, would I be able to stay there for a long time?” If you think you will have the same problem in the future, start looking for another place to live.

What do you do if your landlord is threatening to evict you?



The most important thing is to take action right away. Find out what your legal rights are. There are strict laws that can protect you from eviction. The landlord can only evict you for doing something that is forbidden by the lease, such as not paying your rent or damaging the property. The landlord cannot evict you because he does not like you or because he wants to rent to someone else. It is important to follow the steps below:

- Find out if the notice your landlord sent is a legal eviction. An eviction notice is a legal document that *must be filed in court*. Your landlord cannot just tell you in person or send you a letter saying that you will be evicted.
- Read the eviction notice or share it with someone (your HIV/AIDS case manager) to find out how many days you have to respond to it. Sometimes the notice will include information about where you can go for help.
- If you get help from HASA, call them as soon as you get the eviction notice (212-971-0626, M-F, 9am-5pm). They may be able to help you pay the rent money you owe so that you do not get evicted.
- Get help from the local Legal Aid Society or from a local tenants' rights group (see next page).
- If someone agrees to give you legal help, tell them the amount of time you have to respond to the notice and that you need help right away. If your landlord tells you that you are going to be evicted but has not sent you a legal eviction notice, get legal help. You may be able to work out problems with your landlord without going through the eviction process.



EVICION IN NEW YORK CITY

- If you are being evicted for not paying the rent, work with an HIV/AIDS case manager or a tenants' rights group to see if you can find a way to pay your rent and stop the eviction.
- Show up in court on the day and time stated on the eviction notice. Try to have a lawyer with you; even if you don't have one, explain to the judge what has happened. Some judges will work with you if you say that you need help.
- Think about what you will do if you are evicted. If the eviction is approved, the court will give you a limited amount of time to move to another place. Pack a single bag for yourself and one for each person moving with you. Pack some clothes, all of your identification and other papers, and whatever money you have. Think about where you will go if you are evicted and find out about where you can get emergency housing in your community.
- If you are evicted, know your rights. For example, if you leave anything behind in your apartment, the landlord has to keep these items for 30 days after the eviction date. Make plans to get your things from the landlord in that time period. If you do not have a new place, see if your family or friends will store your belongings for you.

If you are about to be evicted in New York City, call:

City-wide Task Force on Housing Court, Inc.

(212) 982-5512 or (212) 962-0599

New York City Housing Court:

Bronx

(718) 466-3020

Brooklyn

(718) 643-7529

Manhattan

(212) 374-8412

Queens

(718) 262-7145

Many times you can avoid eviction by:

- Having a good relationship with your landlord.
- Facing up to your money problems as soon as they occur.
- Getting outside help from your HIV/AIDS case manager and agencies that work to stop evictions.
- *Acting quickly!* Many people miss the chance to avoid being evicted because they do not act soon enough to get legal and financial help.





Emergency Housing

Do you need emergency shelter?

What is emergency housing?

How do you find emergency housing in New York City?

What is HASA and how can you get HASA services?



EMERGENCY HOUSING

Do you need emergency shelter?

YES NO

-
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you living on the street or sleeping in a bus station, on the subway, or in a place without heat? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need a place to sleep tonight? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you staying in a place that is not good for your health, safety, or ability to stay away from alcohol or drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been moving around, staying with family or friends for a few nights, and then moving to the next place? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you just been kicked out of your apartment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you lost your job and fallen behind on your rent? |
-

If you answered YES to any of these questions, you may need emergency housing.



What is emergency housing?

Do you need a place to stay tonight? Emergency housing can give you a place to stay right away and allow you some time to find housing for the long term.

Emergency shelters are places where people stay in the same building and may share sleeping space, bathrooms, kitchens, and other areas. At most emergency shelters in New York City, you can stay for 30 days, but usually for not more than 90 days. **You cannot stay inside some emergency shelters during the day.** This may be a problem for some people living with HIV/AIDS.

Some emergency shelters are for men only, some are for families only, and some are for women who have been abused. Many emergency shelters will get you help to pay for housing and medical care and take care of other personal needs. Many emergency shelters can also help you get long-term housing.

How do you find emergency housing in New York City?

There are two ways to apply for emergency housing, and they depend on your stage of HIV illness. If you have **non-symptomatic HIV**, the New York City Department of Homeless Services (DHS) can find emergency shelter for you. Non-symptomatic HIV means that you are HIV-positive but you do not have symptoms (signs) of HIV illness or AIDS. DHS must find emergency shelter for anyone who is homeless and who meets these rules. For more information on DHS emergency shelters in New York City, call 311 and ask for the DHS drop-in center phone number or call 1-800-994-6494.



The HIV/AIDS Services Administration (HASA) handles much of the HIV/AIDS emergency housing in New York City. You have to be a HASA client to get their services. HASA must find emergency housing for you if:

- You are homeless.
- You have **symptomatic HIV** (you have signs of HIV illness) or AIDS.
- You meet the HASA program rules.

You can reach HASA at (212) 971-0626.

What is HASA and how can you get HASA services?

HASA is a New York City agency that helps people with HIV/AIDS if they meet the program rules. HASA can provide money to help pay your rent, housing services, and other medical and social services. You can get HASA services *only if you have been diagnosed with AIDS or symptomatic HIV*. You may need to be a HASA client to get some housing services and to get into some housing programs in New York City. To get rental assistance from HASA, you will have to meet rules based on your income, your personal resources (things you own), and your needs.

HASA can provide:

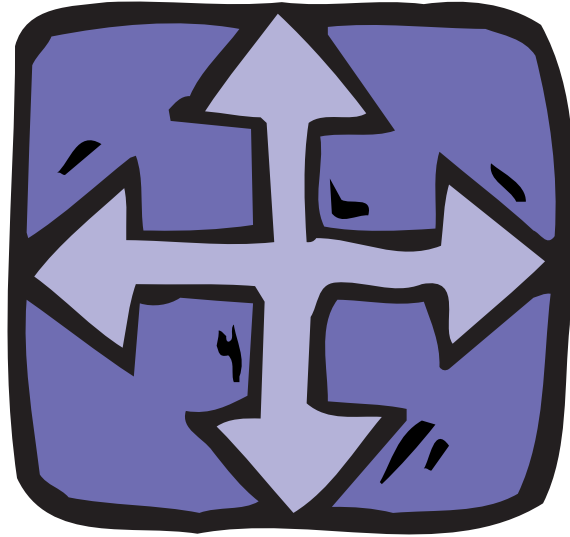
- Security deposit money.
- The first month's rent when you move into an apartment.
- Money for moving.
- Money for putting things in storage.
- Money for furniture.
- Help applying for Supplemental Security Income (SSI), Supplemental Security Disability (SSD), public assistance, Medicaid, and Food Stamps.

- Help finding home care and support services. If your health gets worse because of HIV/AIDS, HASA can help you find the services you need (including medical services) to live on your own at home.
- Help finding counseling to help you get the skills you need to take care of yourself and your family.

A HASA case manager can help you find other agencies in New York City that offer housing, medical, and support services for people with HIV/AIDS. These agencies are often called HIV/AIDS *community-based organizations* or *HIV/AIDS service providers*. Some of these agencies have housing placement assistance workers who can help you find housing and housing services.

Call HASA at: (212) 971-0626.



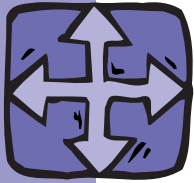


Transitional Housing

Is transitional housing right for you?

What is transitional housing?

How do you find transitional housing in New York City?

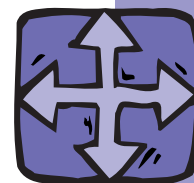


Is transitional housing right for you?

YES NO

-
- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need a place to stay for a few months while you look for long-term housing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you just get out of jail, a drug treatment program, or a mental health program and need a place to stay? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to be part of a program where you can get support from other people in the same situation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need a place to stay that has staff that can help you find long-term housing and deal with your HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a building that offers support services such as HIV/AIDS case management and help getting health care, drug counseling, and job training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need help buying food and making meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need to learn ways to take care of your apartment and yourself — like cleaning and doing laundry? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to share an apartment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to share a bathroom? |

If you answered YES more than NO to these questions, transitional housing may be right for you.



What is transitional housing?

Transitional housing is a place where you can stay for a short time. Transitional housing programs offer some support services and help you find a place to live for a longer time. You can stay in transitional housing from 90 days to two years.

Transitional housing can be a good choice if you are coming out of an emergency shelter, a drug or alcohol treatment center, or a jail. People who work or live in this type of housing can help you learn living skills, like how to find a job and how to do a budget and pay your bills. Some transitional housing programs are just for people with HIV/AIDS. Other programs are for people with other disabilities or needs, but people with HIV/AIDS can live there, too.

How do you find transitional housing in New York City?

If you meet the program rules, you may be able to get transitional housing through HASA (see pages 28 and 103 for HASA information). Some transitional housing programs are for anyone (not just persons living with HIV/AIDS) and you do not work with HASA to get into them.

To find transitional housing in New York City:

- Go to the *New York City HIV/AIDS Housing Resource Database* at <http://www.hivhousingnyc.org>;
- Order the *New York City HIV/AIDS Housing Resource Book* (see page 100); or
- Talk to a housing placement assistance worker or your HIV/AIDS case manager.



HIV/AIDS Supportive Single Room Occupancy (SRO) Housing

Is HIV/AIDS supportive SRO housing right for you?

What is HIV/AIDS supportive single room occupancy (SRO) housing?

How do you find HIV/AIDS supportive SRO housing in New York City?



Is HIV/AIDS supportive SRO housing right for you?

YES NO

-
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live with people who know that you have HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you okay sharing a bathroom and kitchen with others? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to stay sober if you live in a building where other people may be using drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need help from others to get long-term housing? |
-

If you answered **YES** more than **NO** to these questions, SRO housing may be right for you.

What is HIV/AIDS supportive single room occupancy (SRO) housing?

HIV/AIDS supportive SRO housing provides a bedroom of your own and a kitchen and bathroom that you share with other people. The rooms are usually in buildings that used to be hotels or motels. Most SROs have some support services, like having a case manager, and help you find long-term housing. The amount of time you can stay in supportive SROs is different from program to program.

How do you find HIV/AIDS supportive SRO housing in New York City?



Many people who meet the HASA (see pages 28 and 103 for HASA information) program rules and who need a place to live right away can get into HIV/AIDS supportive SRO housing while they look for longer-term housing. If you do not find long-term housing in a certain period of time (sometimes 28 days), you will have to re-apply to HASA to get another place to stay. The HIV/AIDS supportive SROs run by HASA are for single adults only and not for families.

There is also SRO housing in New York City for people with low incomes, mental illness, or drug problems. People with HIV/AIDS can live in SRO housing if they also have these types of problems. They do not have to let anyone know that they have HIV/AIDS.

To find HIV/AIDS supportive SRO housing in New York City:

- Go to the *New York City HIV/AIDS Housing Resource Database* at www.hivhousingnyc.org;
- Order the *New York City HIV/AIDS Housing Resource Book* (see page 100); or
- Talk to a housing placement assistance worker or HIV/AIDS case manager.

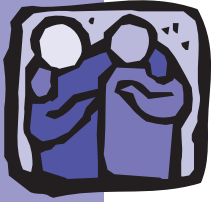


Congregate Housing

Is congregate housing right for you?

What is congregate housing?

How do you find congregate housing in New York City?



Is congregate housing right for you?

YES NO

-
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you like living in a building with other people who have HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it okay if other people in the community know that you have HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a building with staff there 24 hours a day? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a program where some of your meals are made for you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need or want help with daily activities like cleaning, shopping, and doing laundry? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to be in a program that plans activities for the people who live there, like trips to museums, holiday parties, and movie nights? |
-

If you answered YES more than NO to these questions, congregate housing may be right for you.

Now use the boxes at right to find out if clustered apartment congregate housing or shared living space congregate housing is the right choice for you.



Is **CLUSTERED APARTMENT** congregate housing right for you?

YES NO

- Do you like having your own living space but you also want to be near others who can help?
- Do you want to live in a building that offers a lot of support services, like HIV/AIDS case management, help getting health care, drug counseling, and job training?

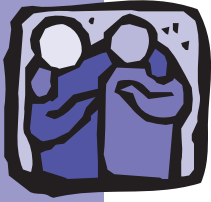
If you answered **YES** to either of these questions, clustered apartment/ congregate housing may be right for you.

Is **SHARED LIVING SPACE** congregate housing right for you?

YES NO

- Do you like sharing living space (living room, bathroom) with someone else?
- Are you willing to share an apartment with someone you have never met?

If you answered **YES** to either of these questions, shared living space/ congregate housing may be right for you.



What is congregating housing?

Congregate housing is a place where you can usually stay for as long as you like if you follow the rules. There are two types of congregating housing: (1) in **clustered apartments**, you have your own apartment in a building with other people like you, and (2) in a **shared living space** (a home or apartment), you share the apartment with someone else. You usually have your own bedroom or sleeping space, but you share the kitchen, the living room, and the bathroom with other people.

Some congregating housing programs are only for people with HIV/AIDS; other programs are for people with other needs. Congregating housing programs in New York City usually have many support services to help people learn how to do day-to-day activities (like cleaning, shopping, or laundry). These programs also help them find health care and healthy food. You may need HASA to help you get into some of these programs, but not all of them.

Some clustered apartment programs allow people with HIV/AIDS to have their families live with them. In other programs, only the person with HIV/AIDS can live there. Some clustered apartments have staff members that plan activities for residents. Other programs have staff who just take care of the building, which makes these units more like private apartments.

Congregating housing with shared living space can work well for single people who like living with others and sharing things they have in common. This type of housing is good for people who need support services, home health care, and emotional support. Families are not allowed to live in this type of housing.

Agencies that run HIV/AIDS congregating housing programs work to make sure that neighbors and other people don't know that the residents have HIV/AIDS. But, sometimes people in the neighborhood find out that the building is for people living with HIV/AIDS.

How do you find congregate housing in New York City?

To find congregate housing in New York City:

- Go to the *New York City HIV/AIDS Housing Resource Database* at <http://www.hivhousingnyc.org>;
- Order the *New York City HIV/AIDS Housing Resource Book* (see page 100);
- Talk to a housing placement assistance worker or your HIV/AIDS case manager; or
- Call HASA at: (212) 971-0626.





Scattered Site Housing

Is scattered site housing
right for you?

What is scattered site
housing?

How do you find
scattered site housing
in New York City?



Is scattered site housing right for you?

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to look for an apartment on your own? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in an apartment where you take care of your day-to-day living (meals, cleaning, laundry)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want your family or partner to live with you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a building where people do not know that you have HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to live in a building where there are very few or no support services? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to go outside the apartment building to get the support services that you want and need? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can you get around and get to all of your appointments? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to pay for part of your rent and utilities every month? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the skills to talk to the landlord about problems like repairs or complaints from other tenants? |

If you answered **YES** more than **NO** to these questions, scattered site housing may be right for you.



What is scattered site housing?

Scattered site housing means the apartments are “scattered” throughout the community in different buildings rather than all apartments being in one building. A building may have one or a few of these types of apartments.

With scattered site housing, a social service agency rents the apartment to you (Scattered Site I) or you may have the lease in your name (Scattered Site II). You will probably pay about 30% of your income for rent. The agency may also be able to help pay your telephone, heating, and electric bills and moving costs.

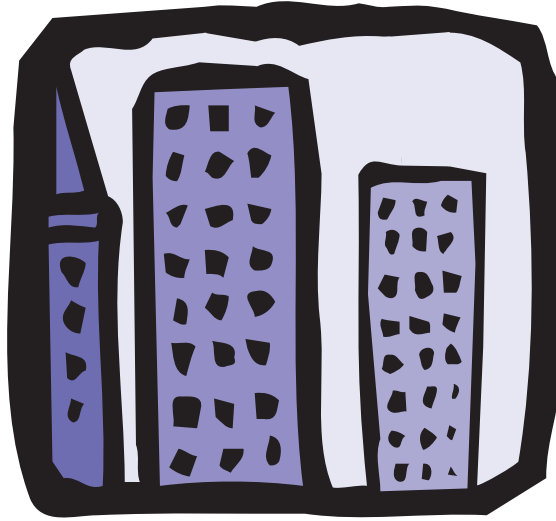
This type of housing may have many or few support services. The agency that runs the scattered site housing program usually provides HIV/AIDS case management services. Some scattered site programs cannot provide the support services needed by people who are very ill.

How do you find scattered site housing in New York City?

To get into most New York City scattered site housing for people with HIV/AIDS, you must be a HASA client (see pages 28 and 103 for more information on HASA). There is scattered site housing in all five boroughs of New York City — some for families, some for individuals.

You can also:

- Go to the *New York City HIV/AIDS Housing Resource Database* at <http://www.hivhousingnyc.org>;
- Order the *New York City HIV/AIDS Housing Resource Book* (see page 100);
- Talk to a housing placement assistance worker or your HIV/AIDS case manager; or
- Contact HASA at (212) 971-0626.



Public Housing

Is public housing right for you?

What is public housing?

How do you find public housing in New York City?

New York City Public Housing Authority application offices



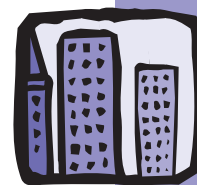
PUBLIC HOUSING

Is public housing right for you?

YES NO

-
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in an apartment building that is run by a public agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a place where no one knows that you have HIV/AIDS? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a building with no HIV/AIDS support services? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you — and does everyone who will be living with you — have a “clean” criminal record? |
| <input type="checkbox"/> | <input type="checkbox"/> | If you lived in public housing before and had a Housing Choice voucher through a public housing authority, did you pay all your rent and leave the apartment in good shape? |

If you answered YES more than NO to these questions, public housing may be right for you.



What is public housing?

Public housing is paid for by the government and is run by **public housing authorities**. In public housing, you live in an apartment in a building owned by the public housing authority. These buildings can have many apartments or just a few. Public housing is for anyone with low income, not just for people living with HIV/AIDS. You pay only a part of your rent and the public housing authority pays the rest.

Some people like living in public housing because they do not have to let anyone know that they have HIV/AIDS. Sometimes public housing programs have a shorter waiting list than other programs. Newer public housing buildings can be smaller and fit in better with the neighborhood, so that you feel more like you are living in your own place and not in a housing “project.”

To live in public housing, you cannot have a criminal record and you cannot owe rent from living in public housing in the past. There are also limits to how much money you can earn. If you receive TANF, public assistance, or SSI, you will probably be able to get into public housing. You cannot use illegal or illicit drugs in public housing.

How do you find public housing in New York City?

You can talk to a housing placement assistance worker or HIV/AIDS case manager if you are interested in this type of housing. You can also call the New York City Housing Authority (NYCHA) office closest to you (see the list on page 52) to find out about public housing in your borough. If you are a HASA client, they can help you apply for public housing.



New York City Public Housing Authority Application Offices

Borough	Phone Number	TDD/TTY Number	Address
Bronx	(718) 329-7859	(718) 329-7735	1 Fordham Plaza 5th Floor Bronx, NY 10458
Brooklyn	(718) 250-5900	(718) 222-4113	350 Livingstone St. 2nd Floor Brooklyn, NY 11217
Manhattan	(212) 828-7100	(212) 828-7118	55 West 125th St. 7th Floor New York, NY 10027
Queens	(718) 286-7500	(718) 793-7661	120-34 Queens Blvd. 2nd Floor Kew Gardens, NY 11415
Staten Island	(718) 448-7326	(718) 448-5529	120 Stuyvesant Place 2nd Floor Staten Island, NY 10301



Housing Choice Voucher Program/ Section 8

**Is the Housing Choice
Voucher Program/
Section 8 right for you?**

**What is the Housing
Choice Voucher
Program/Section 8?**

**How do you find the
Housing Choice Voucher
Program/Section 8 in
New York City?**

**New York City Housing
Choice Voucher
Program/Section 8
agencies**



Is the Housing Choice Voucher Program/Section 8 right for you?

YES **NO**

-
- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Can you find an apartment that can be approved by the Housing Choice Voucher Program/Section 8 |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to live in a building with no HIV/AIDS support services? |
| <input type="checkbox"/> | <input type="checkbox"/> | If you lived in housing or had a voucher before, did you pay all your rent and leave your apartment in good enough shape to pass inspection? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to find a place to live while you wait to get into the program? |
-

If you answered **YES** more than **NO** to these questions, public housing may be right for you.

What is the Housing Choice Voucher Program/Section 8?

The Housing Choice Voucher Program used to be called the Section 8 program; many people still use that name. Here's how it works: you find an apartment that is approved by the program and then the program pays for part of the rent and utilities (heat, electricity, water). You pay the rest, based on how much money you earn. Public housing authorities usually run the Housing Choice Voucher Program/Section 8.

You can get into this program based mainly on how many people are in your family and how much money you earn. This is rechecked every year to make sure that you still meet the program rules. If you get public assistance, you probably will be able to get into this program.



People with a criminal record cannot use the Housing Choice Voucher Program/Section 8. If you had a voucher in the past and left the program without paying all your rent, or if you damaged the apartment, you will not be able to use the program again.

How do you find a Housing Choice Voucher Program/Section 8 in New York City?

The New York City agencies listed below provide Housing Choice vouchers. Call them to learn more about their programs. Also, talk to a housing placement assistance worker or your HIV/AIDS case manager about this type of housing.

New York City Housing Choice Voucher Program Agencies

<p>Subsidy Services Unit New York State Division of Housing & Community Renewal 25 Beaver St., Rm. 673 New York, NY 10004 (212) 480-6672</p>	<p>New York City Housing Authority 250 Broadway New York, NY 10007 (212) 306-3000</p>	<p>New York City Dept. of Housing Preservation & Development 100 Gold St. New York, NY 10038 (212) 863-8000</p>
---	---	--

Depending on where you live, ***you may have a very long wait*** to get into the program. In most cases, you may have to wait three to five years. You may have to find another place to live while you are waiting. But it's worth the wait. Once you get the voucher, you can keep it for as long as you follow the program rules. You can keep using the voucher if you move to another city or state, as long as you get it approved by the program.



Apply for a Housing Choice voucher as soon as you know you might need one. Sometimes the waiting list for the program is closed, and you will not be able to apply. Find out when the waiting list will open again and try to get on the list. Here are some tips for applying:

- Call as many programs in your area as possible to see if you can apply now. You can also apply to a program in a city or town that you do not live in.
- If the agency will let you apply now, go there and apply right away. You never know when the waiting list will close again.
- Ask how long the waiting list is. Even if it is very long, get your name on the list.
- Check back every six months and see where your name is on the list.
- If you move while your name is on the waiting list, let the program know. They check from time to time to see if you still want to get into the program. If they don't have your new address, they will drop you from the list and you will have to start all over again.
- If you get to the top of the list, but you cannot take a voucher right then because you are too sick or you have another problem, try to work something out with the program so that they will hold the voucher for you. Do not ignore them — ***if you get dropped from the waiting list, you will have to start all over again.***

**Section II:
General HIV/AIDS
Housing Information**



Searching for an Apartment

How do you find an apartment?

What things should you remember when you look for an apartment?

How do you find help paying for rent?

Will you have to pay a security deposit?



How do you find an apartment?

You can find out about apartments for rent in many different places. Some suggestions:

- Use the HIV/AIDS publications listed on page 100.
- Talk to a housing placement assistance worker or HIV/AIDS case manager.
- Tell your family and friends that you are looking for an apartment — ask them for ideas.
- Look in the newspapers. The biggest list of rentals is usually in the classified section of the Sunday newspaper. If you have access to a computer and the Internet, search the classified section of newspapers that are on-line.
- Check community bulletin boards in places like grocery stores, churches, synagogues, mosques, community centers, colleges, food co-ops, restaurants and bus shelters.
- Call real estate agencies or rental management companies in the area where you want to live. These phone numbers are in the yellow pages of the phone book. **Ask them if they charge a fee for their services.**

What things should you remember when you look for an apartment?

Answer these questions when you look for an apartment:

- Do you feel safe in the neighborhood where the apartment is located? (Try to check out the neighborhood during the day and at night.)
- Is the apartment on or near a bus line or subway line?
- Can you easily get from the apartment to your doctor's office?

- Is there a grocery store near the apartment?
- If you work, volunteer, or go to school, will you be able to get there from the apartment?
- Is there enough room for you and your family?



How do you find help paying for your rent?

Rental assistance is money that a housing program gives you to help pay your rent. If you get into a rental assistance program, the money they give you is called your rent **subsidy**. A housing placement assistance worker or HIV/AIDS case manager can tell you about rental assistance programs near you.

Once you get a rent subsidy, you will probably have to find an apartment within **60 to 120 days** (or you may begin renting an apartment, then go to an agency to get rental assistance). If you do not find an apartment in that time period, you will lose the rental assistance. If you have trouble finding an apartment in this time period, ask the program giving you the rental assistance if you can have more time. You may also want to ask the program for help finding an apartment.

Try to find an apartment where the rent is not much more than the subsidy you get. Usually, you will pay no more than 30% of your income toward rent. Your rent cannot be higher than the **fair market** rent (FMR)—the pre-set limit for rent in the area where you want to live. Ask the rental assistance program manager or your case manager or housing assistant placement worker about fair market rents for apartments in your area (for instance, the FMR for a one-bedroom apartment in New York City in 2005 is \$966).



Will you have to pay a security deposit?

You will have to pay a security deposit when you move into some types of housing.

A security deposit helps the landlord pay for any damage done to the apartment while a tenant lives there. So, it is very important to keep your apartment in good shape so that you do not have to pay for repairs after you leave.

The security deposit is often the same amount as the monthly rent. For example, if your monthly rent is \$500 and the security deposit is \$500, you will have to pay a total of \$1,000 before moving in. Some landlords may not ask for a security deposit or they may allow you to pay half the monthly rent as a security. Talk with the landlord and see if he will lower the amount of the security deposit. Be sure to get a receipt from the landlord when you pay the security deposit and the first month's rent to prove that you paid. You may want to get a receipt when you pay the rent each month. Remember, you will not get the security deposit back until after you leave the apartment, so you will have to think ahead and plan for these costs.

Here are some tips for making sure you get the security deposit back:

- Keep your apartment in good shape while you are living there. Leave it as clean as possible when you move out.
- Before you move out, try to meet with the landlord and agree on whether there is any damage.
- If there is damage, ask the landlord to describe it in writing.
- The landlord should take out of the security deposit only the money that is needed to make repairs — and return the rest of it to you. If there is no damage, you should get the whole security deposit back. If a social service agency paid the security deposit, the landlord gives it back to the agency.





Applying for Housing

How do you apply for housing?

Steps to applying for housing

What do you bring when you apply for housing?

What do you do if you are put on a waiting list?

What happens if you get into a housing program?

What happens if you do NOT get into a housing program?



How do you apply for housing?

Now that you know about the different types of housing, it is time to apply for the housing you want. There are different ways to apply for each type of housing. Working with a housing placement assistance worker or an HIV/AIDS case manager who knows how to apply can make this much easier.

When looking for housing, you should:

- Decide on the kind of housing program that you want, that best fits your needs, and that is available.
- Find out which programs in your area you want to apply for. Call the programs and find out how to apply to them.
- Talk to an HIV/AIDS case manager or a housing placement assistance worker.

Steps to applying for housing

- Fill out the forms. Ask for help if you do not know how to fill out the forms.
- When you give the forms to the agency, ask how long it will take them to get back to you and if there is a waiting list.
- Find out if you should check in with the agency on a regular basis or if you should wait to hear from them.
- Wait to hear if you get into the program. If you do not hear from them, call the agency every few months.
- Get into the program or keep looking!

These steps may be a bit different for each program. Some programs take your name first, put you on a waiting list, then talk with you when you get to the top of the list. Other programs interview you when you apply and then put you on the waiting list.



What do you bring when you apply for housing?

All housing programs will ask you to fill out some forms and show proof that you meet the rules. They may want you to prove how much money you earn, that you have HIV/AIDS, or that you have a disability (like drug abuse or mental health problems) or a certain status (being a veteran) that allows you to live in that type of housing. You may need to show this proof at the time you fill out the housing forms or when you meet with the people at the agency.

The forms you fill out and the proof you need to show them will be different for different housing types. Most programs ask for any or all of the following:

- Government-issued picture ID, such as a driver's license or Medicaid card;
- Birth certificate;
- Social Security card;
- Award letter from the Social Security Administration (SSA);
- Monthly budget sheet from a social services agency with your public assistance or SSI amount;
- If you are working, paycheck stubs or a letter from your employer saying how much you earn;
- Current bank statement, if you have a bank account; and
- If you are applying to a housing program just for people with HIV/AIDS, proof of your HIV illness, a letter from your doctor, or lab reports that prove your HIV status.



Tips for applying for housing

- Apply to as many housing programs as you can and keep a list of them.
- Know what information you need to bring when you apply.
- Keep checking back with the housing program to see if there is an opening.
- Make sure that you call each program and tell them if your phone number or address has changed.

What do you do if you are put on a waiting list?

Because some programs cannot help everyone right away, they will have a waiting list. The waiting list is used to decide who gets into the program. Sometimes the waiting list is kept on a “first come, first served” basis; other times people who have more serious problems are moved to the top of the list.

If you are placed on a waiting list:

- Find out what kind of waiting list it is. Is it “first come, first served” or some other kind?
- Find out how long it may take to get to the top of the list.
- Ask how often you should call to find out where you are on the list. You do not want to bother the program by calling too much, but you do want them to know that you still want a place to live.
- Keep looking at other programs and apply to as many as you can.



- If you move or change your phone number, or if you are going to be away for more than a week, call the program and tell them how to reach you. ***If the program cannot find you when your name reaches the top of the list, they will give your space to someone else and you will have to start over.***
- If your health gets worse, let the housing program know now. They may move you up on the list.

What happens if you get into a housing program?

If you get into a housing program, a couple of things can happen. Depending on the type of housing program, you may get ready to move into the apartment right away. If you are getting help with rent, you will start looking for an apartment that the program has to approve.

If you get into transitional, congregate, supportive HIV/AIDS SRO, or public housing, you will start the moving process. Your apartment will be inspected before you can move in (see page 90 for more information on inspections).

If you get rental assistance or get into a scattered site program or the Housing Choice Voucher Program/Section 8, you will need to start looking for an apartment. A housing placement assistance worker or an HIV/AIDS case manager can be a great help in your search.



What happens if you do **NOT** get into a housing program?

This happens to a lot of people. These programs cannot find enough housing for all the people who apply to them. One way to lower the chances that you will get turned down is to make sure that you meet all of the housing program rules **before** you apply.

Some housing programs give you a letter that explains why you did not get into the program. Whether or not they give you a letter, ask them if the program has an **appeal process**. This is a way for the program to review its decision and maybe change it. If the program does not have an appeal process, or if it does not change its decision, ask your housing placement assistance worker or HIV/AIDS case manager for help.

You have put a lot of time and effort into applying for housing — not getting accepted can leave you tired and upset. Give yourself some time to deal with the frustration and try to find someone to talk to. If you applied to many different programs, being turned down by one program does not mean the others will turn you down. If you tried to find housing on your own and were turned down, try to get help from a housing placement assistance worker or HIV/AIDS case manager.



Talking to a Landlord or Housing Program Staff Member

What should you ask when you call a landlord or housing program staff member?

Meeting the landlord or housing program staff member

Sample phone call with a landlord

What will a landlord want to know about you?

Do you have to tell the landlord that you have HIV/AIDS?

When should you tell the landlord you have rental assistance?



What should you ask when you call a landlord or housing program staff member?

At some point during your housing search, you will need to call a landlord or housing program staff member. Here are some tips:

- Know what you want to say and what you want to ask **before** you make the call. Write your questions down. Practice what you will say with someone you know. When you call to see if an apartment is available, ask: (1) how many bedrooms it has, (2) how much it will cost each month, (3) whether you need a security deposit, (4) if the rent includes heat and hot water, and (5) where the apartment is located.
- Speak clearly on the telephone. Be polite.
- Ask the name of each person you speak with and write each name down. Use the forms on pages 95-97 to keep track of this information.
- If you make an appointment to go to their office or see an apartment, ask them how to get there. Repeat the directions back to them and confirm the date and time of your appointment. Ask them if you need to bring any forms or proof to the appointment.
- Remember, at this point you do not have to have say that you have rental assistance or that you have HIV/AIDS, unless you must have HIV/AIDS to get into the program.



Meeting the landlord or housing program staff member

Here are some ways to get off to a good start:

- Be on time. It is okay to get there a little early.
- Dress neatly.
- Let the person you are talking with know you are listening. If you have questions, ask them.
- Make sure to bring any forms or papers that you need.
- If you are nervous, bring a friend or family member with you. But be clear with the landlord or housing program staff member who will be renting the apartment.

Sample phone call with a landlord

"Hello, my name is Joanne Jones. I am calling about the apartment that was listed in the paper. Is it still available? Yes! Can you tell me if heat and hot water are included? What is the monthly rent? How many bedrooms? Are there a washer and dryer in the building?

Thank you, Mrs. Smith. When may I look at the apartment? Can you please give me directions? It's at the corner of State and Main, the building across from the gas station? Thank you very much. Do you want me to bring anything? No? Okay. I will meet you tomorrow at 3 p.m.

Have a nice day. Goodbye."



What will a landlord want to know about you?

The landlord will probably ask you questions that help him or her decide if you will be a good tenant. Some of these questions may be:

- Will you pay your rent on time?
- Do you get along with other people and will you make a good neighbor?
- Will you keep the apartment clean and in good shape?
- Will people you have rented from before give you a good **reference** (say that you were a good tenant)?
- Have you paid your bills on time (a good **credit history**)?
- Do you understand the terms of the lease and can you live up to them?

Do you have to tell the landlord that you have HIV/AIDS?

Even if you get a rent subsidy from an HIV/AIDS program, you do not have to tell the landlord that you have HIV/AIDS. You can tell the landlord that you have a housing subsidy for low-income people. If you do get the apartment, the landlord will get a voucher or check from the agency that is giving you the rent subsidy. Ask if the agency name will be on the check. If it is, the landlord may know that this agency works with people with HIV/AIDS. But he or she cannot refuse to accept you as a tenant for this reason.

When should you tell the landlord that you have rental assistance?

If you like the apartment and the landlord wants to rent it to you, the fact that you have a rent subsidy will have to come up at some point.

Before you fill out any forms, you have to decide when you want to talk about your rent subsidy. Some housing experts suggest you tell the landlord early in your talk about the rental assistance so that you don't waste time. Some landlords believe that a rent subsidy is a good thing because it means you will be able to pay your rent.

If you get rental assistance, you may need to get the apartment inspected before you move in. The landlord may not know this. Find out more about inspection process from others who have gone through it, a housing placement assistance worker or HIV/AIDS case manager before you meet with the landlord so that you can answer the landlord's questions.





Housing Discrimination

What is housing
discrimination?

What should you do
if you think you have
been discriminated
against?



What is housing discrimination?

Housing discrimination is when anyone treats you unfairly in the search for housing or in your current housing situation. This unfair treatment may be because of:

- Your race;
- Your color;
- What sex/gender you are;
- Your sexual orientation;
- Where you earn your money;
- Whether or not you are married or have children;
- Mental health problems or physical problems (including HIV/AIDS); or
- Your status as a veteran

Housing discrimination is illegal anywhere in New York. This means that, by law, you cannot be denied housing because you have HIV/AIDS.

A landlord or realtor legally **CANNOT**:

- Ask you if you have HIV/AIDS, unless the apartment is just for people with HIV/AIDS and you need to give proof of your HIV/AIDS status to get into that type of housing.
- Refuse to rent you an apartment because you have HIV/AIDS or because they think you have HIV/AIDS.
- Tell you that they do not rent to people like you (because of your race, gender, religion, if you have children, etc.), unless it is a housing program for one group of people.
- Charge you more for rent or a security deposit than they charge other tenants.



A landlord or realtor *CAN* ask you:

- If you will be able to pay the rent.
- If you ever were evicted because you did not pay the rent.
- If you are willing to follow the rules of the building and the program.
- If you have been convicted of a felony crime.

A landlord or realtor may be discriminating against you if:

- When you call the landlord or realtor, you are told that an apartment is available but when you go to meet the landlord or realtor, you are told that the apartment has been rented.
- The apartment is rented to another person *after* you have been told that it is not available.



What should you do if you think you have been discriminated against?

The New York State Division of Human Rights has an Office of AIDS Discrimination Issues. They can give you advice and help you file a discrimination complaint so that you do not have to go to court; it costs you nothing. You do not need a lawyer to file a complaint. The Division of Human Rights will look into your complaint and try to settle it with the landlord or realtor. If the Division of Human Rights believes there has been discrimination, they may make the landlord or realtor come to a court hearing.

The federal Department of Housing and Urban Development (HUD) Fair Housing Complaint Hotline handles discrimination complaints for any housing that uses HUD money. You do not need a lawyer to file a complaint.

If you believe that a landlord or realtor has discriminated against you because you have HIV/AIDS (or for other reasons), call the agencies listed below and tell them what has happened:



New York City Commission on Human Rights

40 Rector Street
10th Floor
(212) 306-5070

New York State Division of Human Rights

Office of AIDS Discrimination
1-800-523-2437
(212) 480-2522

Housing and Urban Development (HUD) Fair Housing Complaint Hotline

1-800-669-9777



Apartment Inspections

What are apartment inspections?

What will they look for when they inspect the apartment?

What if the apartment does not pass inspection?



What are apartment inspections?

An apartment or room is inspected to make sure it is a safe and clean place for you to live. Many housing and rental assistance programs require inspection. Who inspects your apartment depends on the type of apartment and where it is located. The inspector may be a property manager. If you get rental help from a public housing authority, they will inspect your apartment. If the local government requires the inspection, the fire department or building inspector may do the inspection.

What will they look for when they inspect the apartment?

These are **some** things the inspector will look for:

- Walls and floors are in good shape.
- Working locks on the door(s).
- Electrical outlets are in good shape.
- Proper air flow.
- A heating system that works.
- A smoke detector that works.
- A carbon monoxide detector that works.
- A stove and refrigerator that work.
- No rats, mice, or insects.
- Hot and cold running water.
- Windows that open and close.



What if the apartment does not pass inspection?

These are **some** of the reasons why an apartment may not pass inspection:

- Stairs are not safe.
- Peeling or chipped paint in buildings built before 1978 may have lead.
- Door locks do not work.
- No hot water.
- Problems with the plumbing or leaking water.
- No heat during the months the heat must be on.
- Holes or missing pieces in the walls or ceiling.
- Too much mold.
- Problems with the electrical plugs or electrical wires that are not covered.
- Broken windows.

The inspector will let you and the landlord know why the room or apartment did not pass inspection. The landlord can make the needed repairs or changes and the apartment can be inspected again. If the landlord will not fix the apartment, or if it fails inspection again, you will have to look for another place to live. If the apartment passes inspection and all the paper work is done, it is time for you to move in!



Your Search Begins

**Be prepared for
your search**

**Your housing
search notes**



Be prepared for your search

Congratulations! You have made it to the end of this handbook and now it is time to find housing. Remember these key points:

- It takes a lot of time and effort to find a place to live. If you're looking for housing on your own, be prepared for the search. If you can, find an HIV/AIDS case manager who knows about housing, or a housing placement assistance worker.
- Decide if you want housing that is just for persons with HIV/AIDS or if you are willing to look at other kinds of housing.
- Think carefully about what type of housing best meets your needs. Use the YES/NO question boxes in Section I of this handbook to help you pick the type of housing that works best for you.
- Be ready for all your housing appointments. Know how to get to the agency office, know what paperwork to bring, and know your rights.
- Finding housing can take a lot of time and patience. Keep trying.

Good luck in your search!



Your housing search notes

Use the next few pages to keep track of the people you have called during your housing search. Make copies of these pages before using them for the first time. When the pages are full, keep track of your notes on other paper. Be careful to protect any personal and private information about yourself and your HIV/AIDS status.

Agency:	
<hr/>	
Contact name:	
<hr/>	
Date called:	Phone number:
<hr/>	<hr/>
What about:	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	



YOUR SEARCH BEGINS

Agency: _____

Contact name: _____

Date called: _____ **Phone number:** _____

What about: _____

Agency: _____

Contact name: _____

Date called: _____ **Phone number:** _____

What about: _____



Agency: _____

Contact name: _____

Date called: _____ **Phone number:** _____

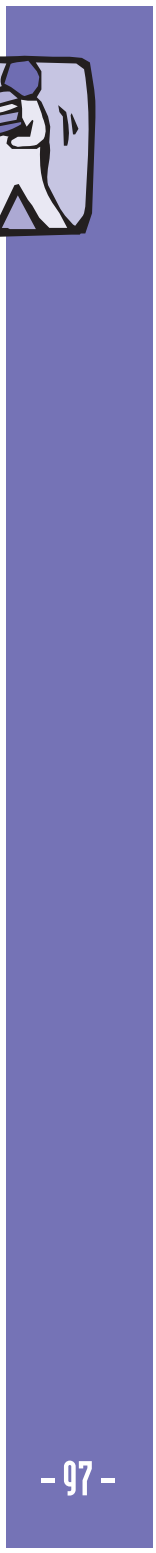
What about:

Agency: _____

Contact name: _____

Date called: _____ **Phone number:** _____

What about:





Section III: New York City Resources



General Information

How to Get to a Place Called Home: A Handbook to Help People Living with HIV/AIDS Find Housing in New York City

To get a single copy of this handbook or to get an order form for many copies, send an e-mail to HIVPUBS@health.state.ny.us or call (518) 474-9866 during regular business hours.

To download a PDF version of this handbook, go to www.health.state.ny.us/diseases/aids/publications/

New York City HIV/AIDS Housing Resource Book or ***New York State HIV/AIDS Housing Resource Book***

To order, contact:

Bailey House, Inc.
275 Seventh Ave.
12th Floor
New York, NY 10001
(212) 633-2500, ext. 238
9:30am–5:30pm, M–F

One copy per organization while supplies last. A small fee will be charged to cover mailing costs (\$10 for the New York State book, \$5 for the New York City book.)

New York City HIV/AIDS Housing Resource Database (website)

Based on the *New York City HIV/AIDS Housing Resource Book*
<http://www.hivhousingnyc.org>

New York State HIV/AIDS Housing Resource Database (website)

Based on the *New York State HIV/AIDS Housing Resource Book*
<http://www.hivhousingnys.org>



New York State HIV/AIDS Information Service (including New York City)

To help you find a HIV/AIDS program in your area (including New York City), call this free and private hotline number:

1-800-541-AIDS: English (2437)

1-800-233-SIDA: Spanish (7432)

TTY Information Line: 1-212-925-9560

Voice callers can use the New York Relay System:

Call 711 or 1-800-421-1220 and ask the operator to dial 1-212-925-9560.

Eviction Information

AIDS Council

AIDS Council Information Hotline

(518) 445-AIDS or 1-800-201-AIDS

24 hours a day

City-wide Task Force on Housing Court (New York City)

(212) 962-4266 or (212) 962-4799

9 am - 5 pm, Monday - Friday

New York City Housing Court

Bronx (718) 466-3014

Brooklyn (718) 643-7528

Harlem (212) 360-4113

Manhattan (646) 386-5504

Queens (718) 262-7145

Red Hook (718) 923-8270

Richmond (718) 390-5420



Housing Choice Voucher Program/Section 8

New York City Department of Housing Preservation & Development Affordable Housing Hotline

100 Gold St.
New York, NY 10038
Dial 311

New York City Housing Authority

250 Broadway
New York, NY 10007
(212) 306-3000

New York State Division of Housing & Community Renewal

Subsidy Services Unit
25 Beaver St., Rm. 673
New York, NY 10004
(212) 480-6672

Housing Discrimination Complaints

Housing and Urban Development (HUD) Fair Housing Discrimination Hotline

1-800-669-9777

New York City Commission on Human Rights

40 Rector Street
10th Floor
New York, NY 10006
(212) 306-5070

New York State Division of Human Rights

Office of AIDS Discrimination
20 Exchange Place, 2nd Floor
New York, NY 10005
(212) 480-2522



New York City Department of Homeless Services

New York City Department of Homeless Services

33 Beaver St.
New York, NY 10004
Call 311 or 1-800-994-6494

New York City HIV/AIDS Services Administration (HASA)

New York City HIV/AIDS Services Administration (HASA)

400 Eighth Avenue (30th Street)
New York, NY 10011
(212) 971-0626 (service line, M-F, 9 am – 5 pm)
www.home.nyc.gov/html/hra/html/serv_aids.html

New York City Public Housing Authority Offices

Bronx

1 Fordham Plaza
5th Floor
Bronx, NY 10458
(718) 329-7859
(718) 329-7735 (TDY)

Brooklyn

350 Livingstone St.
2nd Floor
Brooklyn, NY 11217
(718) 250-5900
(718) 222-4113 (TDY)

Manhattan

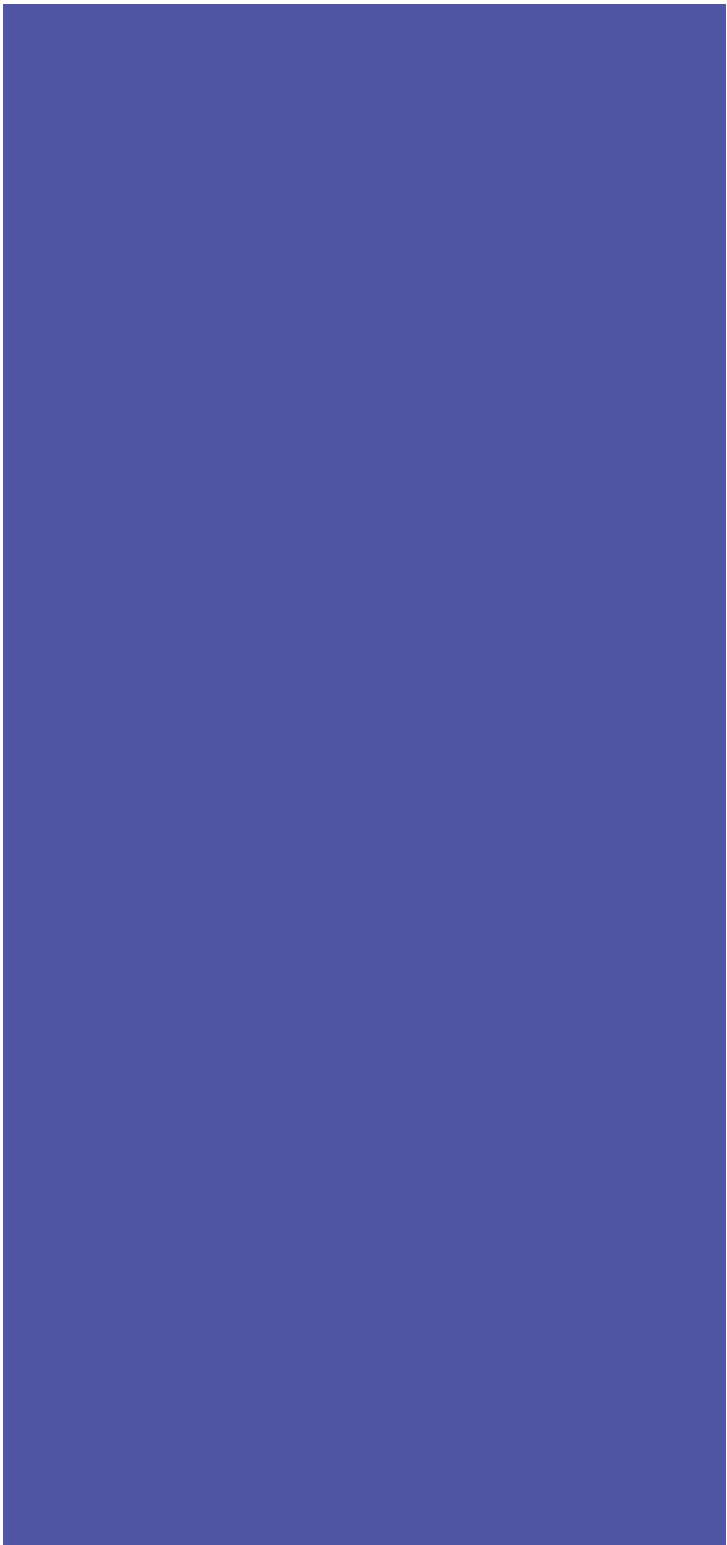
55 West 125th St.
7th Floor
New York, NY 10027
(212) 828-7100
(212) 828-7118 (TDY)

Queens

120-34 Queens Blvd.
2nd Floor
Kew Gardens, NY 11415
(718) 286-7500
(718) 793-7661 (TDY)

Staten Island

120 Stuyvesant Place
2nd Floor
Staten Island, NY 10301
(718) 448-7326
(718) 448-5529 (TDY)



New York State
Department of Health