

FOR PROPERTY OWNERS

SMALL BUILDING? LET'S LEASE IT RIGHT.

For NYC owners with 1-10 units, especially on Staten Island. Qualified renters, clean paperwork and fewer surprises on inspection day.

— WHY LIST WITH ME

- ◆ **Local.** I work Staten Island every day, plus Brooklyn, Queens and the Bronx.
- ◆ **I read city records.** Before we list, I check your building's HPD and DOB records for open violations that could hold up an inspection or a program approval.
- ◆ **Bilingual.** I market and talk with applicants in English and Spanish.
- ◆ **Compliant ads.** Every listing discloses tenant fees as the FARE Act requires, and never says "no programs."

— VOUCHER PAPERWORK + INSPECTIONS

- ◆ A pre-inspection walkthrough with a punch list (smoke and CO alarms, outlet covers, windows, exits) so you can fix items before the inspector comes.
- ◆ I help put the packet together: NYCHA rental packet, HPD Landlord Package or CityFHEPS unit registration, plus W-9, lead paint disclosure and owner registration.
- ◆ I schedule, attend and follow up with inspectors and caseworkers, so fewer files stall.
- ◆ The program's share of the rent is paid by the agency. CityFHEPS also lists landlord incentives that may be available (nyc.gov/site/hra/help/landlords.page).

— HOW I PRE-SCREEN

- ◆ One written set of criteria, agreed with you before we list, applied the same way and in the same order to every applicant.
- ◆ Complete application, photo ID, proof of income from any lawful source (vouchers count) and landlord references.
- ◆ Credit and rental history reviewed case by case. Application fee never over \$20.
- ◆ Criminal history only if you choose to check, and only after a conditional offer, as NYC's Fair Chance Housing Law requires.
- ◆ Every decision documented in writing. Every qualified renter can see every available unit.

— WHAT I'LL ASK YOU FOR

- ☐ Current HPD property registration
- ☐ Access to common areas, basement and boiler room on inspection day
- ☐ Which utilities you include
- ☐ Rent-stabilization status, if any
- ☐ W-9 and lead paint info for pre-1978 buildings

HOW MY FEE WORKS AFTER THE FARE ACT

When you hire me to lease your unit, you pay my fee, not the tenant. That's NYC law since June 11, 2025. My fee is discussed upfront and put in writing before I list, so there are no surprises for you or your tenant.

Good to know: NYC law bars refusing renters because they pay with Section 8, CityFHEPS, HASA or other lawful income (limited exceptions apply). I keep your process consistent and compliant.

HAVE A UNIT COMING UP?

Text me the address and when it's free. I'll check the records and tell you what the inspection will look for.

Liliana Torija

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