



LENOX HILL NEIGHBORHOOD HOUSE  
SINCE 1894

## How Do You Apply for a “One-Shot Deal” to Help Pay Your Rent Arrears

**WHAT IS A “ONE-SHOT DEAL”?** A “One-Shot Deal” is emergency financial assistance that can help a tenant who is facing eviction to pay rent. Most one-shot deals are **loans that you must pay back with a payment plan**. If you receive SSI or have children under 18 in the household, you generally will not have to pay HRA back.

**WHO IS ELIGIBLE?** Generally, to be eligible, you must 1) provide a reason why you could not pay your past rent and 2) show how you will pay your rent in the future.

**HOW TO APPLY?** Go to your local HRA Public Assistance office/Job Center. To find your local office, call 311 or search <http://www1.nyc.gov/nyc-resources/faq/339/how-do-i-apply-for-the-one-shot-deal-to-avoid-eviction>. If you are in housing court and have received a Marshal’s Notice, you can apply at the HRA office in the courthouse. If you are homebound and have a disability, you have a right to complete the application from your home and should call 311 for assistance.

### **DOCUMENTS TO BRING TO HRA IF YOU ARE FACING EVICTION:**

- Court papers (including the stipulation of settlement, if any)
- Current rent breakdown from your landlord (month by month)
- Apartment lease
- Proof of income for everyone in the household (i.e. pay stubs, award letters, notarized employment letter from employer, etc.)
- Birth certificate and social security card for everyone in the household
- Proof of any unforeseen circumstances as to why rent was not paid (i.e. medical bills, proof of loss of income, etc.)
- Check or money order for contributions made towards your total rental arrears
- Commitment letters from charities assisting with your rental arrears
- Proof of your payment of your current month’s rent

**Legal Disclaimer:** The information contained on this flyer does not constitute legal advice and must not be used as a substitute for the advice of a lawyer qualified to give advice on legal issues pertaining to housing.