

Welcome to the HPD Owner Portal!

Follow the blue links for what you need to do.

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| | <ol style="list-style-type: none">1. Getting Started: Obtain your NYC ID2. Set Up Your Portfolio3. Establish Your Role |
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Introduction

The New York City Department of Housing Preservation & Development's (HPD) Division of Tenant Resources (DTR) administers rental subsidy programs, including the Housing Choice Voucher (also referred to as Section 8), Project Based Voucher, HUD-VASH, Mod Rehab Section 8, Mod SRO, Continuum of Care (Shelter Plus Care) and the NYC 15/15 project based rental subsidy.

The DTR Owner Portal has been created to give property owners and managers 24/7 access to important information regarding their portfolios in these programs. The Owner Portal provides real time information related to subsidy payments, inspections and failures, household composition and rent shares. It also allows you to download information displayed on the various screens to work with the information in the way most useful to you. And it allows you to access your check registers and HQS information and useful HPD forms. The Owner Portal will continue to have new features and functionality added on an ongoing basis.

Set Up Your Portfolio

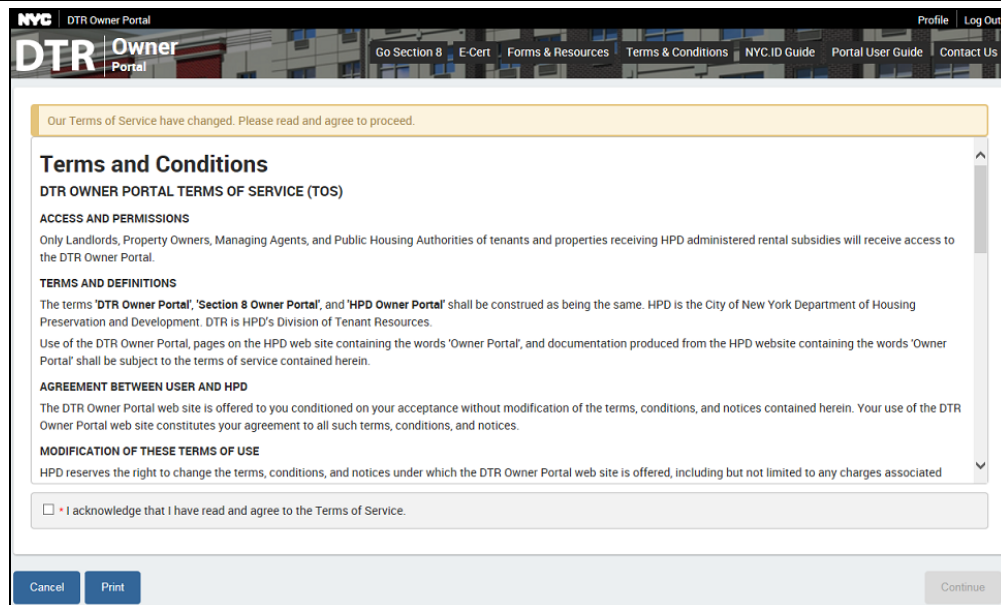
When you log in for the first time your Portfolio will be empty. You will:

1. Agree to the Portal's [Terms and Conditions](#).
2. [Choose Your Role](#).
3. [Add Business Entities](#) to your Portfolio.

When you have entered all business entities, we then perform internal work. When we're done, we will send you a notification to your NYC ID email address.

Terms and Conditions

On Your first login, the Portal will present you with terms and conditions.

The screenshot shows the 'DTR Owner Portal' interface. At the top, there's a navigation bar with links: 'Go Section 8', 'E-Cert', 'Forms & Resources', 'Terms & Conditions', 'NYC ID Guide', 'Portal User Guide', and 'Contact Us'. A yellow banner at the top of the main content area reads: 'Our Terms of Service have changed. Please read and agree to proceed.' Below this, the heading 'Terms and Conditions' is followed by 'DTR OWNER PORTAL TERMS OF SERVICE (TOS)'. The content is organized into sections: 'ACCESS AND PERMISSIONS' (stating access is for landlords, property owners, etc.), 'TERMS AND DEFINITIONS' (defining 'DTR Owner Portal', 'Section 8 Owner Portal', and 'HPD Owner Portal'), 'AGREEMENT BETWEEN USER AND HPD' (stating use of the portal constitutes agreement), and 'MODIFICATION OF THESE TERMS OF USE' (stating HPD reserves the right to change terms). At the bottom of the text area, there is a checkbox labeled 'I acknowledge that I have read and agree to the Terms of Service.' Below the checkbox are 'Cancel' and 'Print' buttons on the left, and a 'Continue' button on the right.

Acknowledgment: Please read the terms and conditions and click on the acknowledgement box. You cannot use the Portal unless you agree to the terms and conditions.

☒ * I acknowledge that I have read and agree to the Terms of Service.

Continue: After accepting terms and conditions, click on the **Continue** button to [Choose Your Role](#).

Your Portal Role

Choose Your Role

After acknowledgement, choose the Role that best reflects your activity.

NYC DTR Owner Portal Profile Log Out

Go Section 8 E-Cert Forms & Resources Terms & Conditions NYC.ID Guide Portal User Guide Contact Us

Verify Your Information

Please verify that the information we have on file is accurate. If it is not, contact Owner Services at DTROwnerServices@hpd.nyc.gov (Owner and Managing Agents) or Portability Unit at portability@hpd.nyc.gov (PHA) or call (917) 286-4300 to have your information updated before completing registration.

Role Description

- An **Owner** is the principal of a business entity that legally owns one or more properties.
- A **Managing Agent** is an organization that manages one or more properties on behalf of the owners.
- A **Public Housing Authority (PHA)** is an organization that has been designated by the U.S. Department of Housing and Urban Development as qualified to administer the Section 8 program, or those organizations that administer the program on a PHA's behalf.

Select Your Role *

OWNER
MANAGING AGENT
PHA

Cancel

Owner:	You are the principal of a business that legally owns your buildings and you manage these buildings yourself.
Managing Agent:	You manage buildings on behalf of owners as a professional service. You play no role in the legal entities that own these buildings.
PHA:	You are affiliated with a public housing agency outside of New York City and manage portability affairs on behalf of that agency. Owners or managing agents situated in New York City should not choose this role.
Select Your Role:	Mouse over to the Select Your Role pulldown menu. Slide the mouse down to the choice that best reflects your activity, the active choice turning gray. Click on your chosen role.

NYC

DTR Owner Portal

Profile

Log Out

DTR

Owner Portal

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Select Your Role *

MANAGING AGENT

First Name *

You can change this info in NYC Profile

Middle Name/Initial *

You can change this info in NYC Profile

Last Name *

You can change this info in NYC Profile

Email *

You can change this info in NYC Profile

Cancel

Next

Confirm Your Information

When you choose your role, the Portal retrieves your identity from your NYC ID account.

1. If your name and email are incorrect, contact DTR Owner Services; see the directions in the Verify Your Information panel at the top of the page.
2. Otherwise, click on **Next**.

NYC Owners and Managing Agents

Owners and managing agents situated in New York City proceed to add relevant business entities to their portfolios.

See [Owner Portal Guide for Owners and Managing Agents in New York City](#).

PHA Affiliates outside NYC

Affiliates managing Portability affairs for public housing agencies outside New York City proceed to add their relevant public housing authorities.

See [Owner Portal Guide for Public Housing Agencies outside New York City](#).