



Eviction Prevention Services

Eviction Prevention Services

A Notice of Eviction is a document produced by a sheriff or marshal after a court has authorized a tenant's eviction. A marshal or a sheriff may send the notice by mail, deliver it in person, or post it on the tenant's door. The paper says "NOTICE OF EVICTION" at the top and includes the name of the court, the marshal or sheriff's contact information, a Docket Number, and an Index Number.

I. Free legal assistance

The Legal Aid Society provides free legal services to people who have been served with formal Housing Court documents and are in need of eviction assistance.

Main contact information: 212-577-3300

Legal Aid Society website: <http://www.legal-aid.org/en/home.aspx>

Bronx Locations:

Bronx Neighborhood Office
260 E. 161st Street
Bronx, New York 10451
Tel.: (718) 991-4600

Bronx Housing Court Office
1118 Grand Concourse
(at 166th Street)
Bronx, NY 10451
Tel.: (718) 681-8712

Manhattan Locations:

Harlem Community Law Offices
230 E. 106th Street
New York, NY 10029
Tel.: (212) 426-3000

Lower Manhattan Neighborhood Office
199 Water Street
New York, NY 10038
Tel.: (212) 577-3300

Manhattan Housing Court Project
New York County Civil Courthouse
111 Centre Street, Room 106
New York, NY 10013
Tel.: (212) 577-3300

Queens Locations:

Queens Neighborhood Office
120-46 Queens Blvd.
Kew Gardens, NY 11415
Tel.: (718) 286-2450

Queens Housing Court
89-17 Sutphin Boulevard
Jamaica, NY 11435
Tel.: (718) 739-6272

Staten Island

Staten Island Neighborhood Office
60 Bay Street, 3rd Floor
Staten Island, NY 10301
Tel.: (347) 422-5333

II. One-Shot Deal Program

HRA Website: <http://www1.nyc.gov/nyc-resources/service/1205/one-shot-deal-short-term-emergency-assistance>

HRA's Infoline: (718) 557-1399

If you receive Cash Assistance (also called Public Assistance), you may be eligible for help paying your back rent.

Seniors who have received a Notice of Eviction or a written notice from their landlord can get eviction prevention assistance and legal referrals. The City also provides eviction assistance for seniors age 60 and older who are mentally or physically impaired.

The City offers the One-Shot Deal Program to those who qualify. Families and individuals with rent arrears who may be at risk of eviction can apply for One-Shot Deal rent assistance.

The One Shot Deal is a one-time emergency grant to help people who can't meet an expense due to an unexpected situation or event.

The "One Shot Deal" emergency assistance program helps people who can't meet an expense due to an unexpected situation or event. Emergency assistance is provided for, but not limited to, the following situations:

- Homelessness
- Dispossess/Eviction
- Utility disconnected or pending termination
- Fire disaster
- Domestic violence
- Circumstances that affect the health and safety of the individual or family



Eviction Prevention Services

Contact your local HRA Job Center and see the Homelessness Diversion Unit to discuss your situation.

Job Center Locations

Brooklyn

Bayridge: 6740 Fourth Avenue, Brooklyn, NY 11220
Tel: 718-921-2001 | 718-921-2000
Fax: 718-921-2111 | HDU Fax: 718-921-3695
Monday – Friday 8:30am to 5:00pm

Bushwick: 30 Thornton Street, Brooklyn, NY 11206
Tel: 718-963-5120 | 718-963-5117
Fax: 718-963-7442 | HDU Fax: 718-963-4284
Monday – Friday 8:30am to 5:00pm

Clinton Hill: 495 Clermont Ave, Brooklyn NY 11238
Tel: 929-221-0922 | 929-221-2809
Fax: 718-639-7789 | HDU Fax: 718-639-7705
Monday – Friday 8:30am to 5:00pm

Coney Island: 3050 West 21st Street, Brooklyn, NY 11224
Tel: 718-333-3100 | 718-333-3014
Fax: 917-639-2515 | HDU Fax: 917-639-2516
Monday – Friday 8:30am to 5:00pm

Dekalb: 500 Dekalb Avenue, Brooklyn, NY 11205
Tel: 718-636-2495 | 718-636-2626
Fax: 718-398-5062 | HDU Fax: 718-636-2358
Monday – Friday 8:30am to 5:00pm

Family Services Call Center, Brooklyn Satellite:

275 Bergen Street, 1st Fl., Brooklyn, NY 11217
Tel: 718-694-8647 | 718-883-8296
Fax: 718-694-8233

Monday – Friday 8:30am to 5:00pm

**Primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.*

Refugee: 88 3rd Ave 1st Fl., Brooklyn NY 11217
Tel: 929-221-0508 | 929-221-0559
Fax: 917-639-2484 | HDU Fax: 917-639-2485
Monday – Friday 8:30am to 5:00pm

Michael J. Handy Veterans' Service Center:

25 Chapel Street, 6th Fl., Room 606, Brooklyn, NY 11201
Tel: 718-473-8313 | 718-222-2430
Fax: 917-639-2517 | HDU Fax: 917-639-2518

Monday – Friday 8:30am to 5:00pm

**Primarily services cash assistance recipient cases in which at least one household member is a Veteran.*

Bronx



Eviction Prevention Services

Crotona: 1910 Monterey Avenue, Bronx, NY 10457

Tel: 718-901-5274 | 718-901-5596

Fax: 718-901-5305 | HDU Fax: 718-901-0264

Monday – Friday 8:30am to 5:00pm

Family Services Call Center, Bronx Satellite: 847 Barretto Street, Bronx, NY 10474

Tel: 929-252-4268/4269 | 929-252-4172

Fax: 718-617-4253

Monday – Friday 8:30am to 5:00pm

**Primarily handles face to face recertification and emergency walk-in activities for the Family Call Center's active child only cases*

Fordham: 2541-2549 Bainbridge Avenue, Bronx, NY 10458

Tel: 718-220-6622 | 718-220-7012

Fax: 718-220-5775 | HDU Fax: 917-639-2510

Monday – Friday 8:30am to 5:00pm

Hunts Point: 847 Barretto Street, Bronx, NY 10474

Tel: 929-252-4350 | 929-252-4251

Fax: 917-617-7449 | 718-617-7393

Monday – Friday 8:30am to 5:00pm

Rider: 300 Canal Place, Bronx, NY 10451

Tel: 718-742-3811 | 718-742-3924

Fax: 718-742-3990 | HDU Fax: 718-742-3926

Monday – Friday 8:30am to 5:00pm

Manhattan

Dyckman: 4055 10th Avenue, New York, NY 10034

212-569-9543 | 212-569-9626

Fax: 917-639-2502 | HDU Fax: 917-639-2503

Monday – Friday 8:30am to 5:00pm

East End: 2322 Third Avenue, New York, NY 10035

212-860-2749 | 212-860-6801

Fax: 917-639-2502 | HDU Fax: 917-639-2503

Monday – Friday 8:30am to 5:00pm

Family Services Call Center, Manhattan Satellite:

132 W. 125th Street, New York, NY 10027

212-666-7566 | 718-883-8296

Fax: 212-883-8233

Monday – Friday 8:30am to 5:00pm

**Primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.*

Centralized Rent Processing Unit (CRPU): 109 E. 16th Street, New York, NY 10003

212-835-7682 | 212-835-7682

Fax: 917-639-2524

Monday – Friday 8:30am to 5:00pm



Eviction Prevention Services

Residential Treatment Service Center: 109 E. 16th Street, New York, NY 10003
212-835-7937 | 212-835-7671
Fax: 917-639-2525
Monday – Friday 8:30am to 5:00pm

Senior Works Center: 109 E. 16th Street, New York, NY 10003
929-252-5713 | 929-252-5711
Fax: 212-835-8430 | HDU Fax: 212-835-8343
Monday – Friday 8:30am to 5:00pm
**Primarily services public assistance recipients who are age 60 or over.*

St. Nicholas: 132 W. 125th Street, New York, NY 10027
212-666-5678 | 212-666-5576
Fax: 917-639-2499 | HDU Fax: 917-639-2500
Monday – Friday 8:30am to 5:00pm
**Primarily serves SNCA individuals who reside in targeted zip codes associated with the Melrose and Rider Job Centers.*

Union Square: 109 E. 16th Street, New York, NY 10003
212-835-8300 | 212-835-7361
Fax: 917-639-2527 | HDU Fax: 917-639-2529
Monday – Friday 8:30am to 5:00pm
**Primarily serves individuals identified as having significant barriers to employment and needing specialized services.*

Waverly: 12 West 14th Street, New York, NY 10011
212-620-9890 | 212-620-9224
Fax: 917-639-2505 | HDU Fax: 917-639-2506
Monday – Friday 8:30am to 5:00pm

Queens

East River: One Honeywell Street, Queens, NY 11101
Tel: 718-784-2922 | 718-752-7001
Fax: 917-639-2494 | HDU Fax: 917-639-2495
Monday – Friday 8:30am to 5:00pm
**The East River Job Center serves homeless individuals and families citywide, by conducting application interviews; executing eligibility determinations; offering employment services; affording linkages to employment; and, working collaboratively with the Department of Homeless Services (DHS).*

Family Services Call Center, Queens Satellite: 34-00 Northern Boulevard, Queens, NY 11101
Tel: 718-610-2927 | 718-883-8296
Fax: 718-883-8233
Monday – Friday 8:30am to 5:00pm
**Primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.*

Family Service Call Center: 165-08 88th Avenue 5th Fl., Queens, NY 11432
Tel: 718-752-3937 | 718-883-8296
Fax: 917-639-2479 | HDU Fax: 917-639-2536
Monday – Friday 8:30am to 5:00pm



Eviction Prevention Services

**Primarily a mail and phone operation servicing active child only cases whose payees are not in receipt of cash assistance.*

Jamaica: 165-08 88th Avenue, Queens, NY 11432
Tel: 718-523-2146 | 718-883-8250
Fax: 917-639-2477 | HDU Fax: 917-639-2478
Monday – Friday 8:30am to 5:00pm

Queens: 34-00 Northern Blvd, Queens, NY 11101
Tel: 718-752-7017 | 718-784-5919
Fax: 718-392-4362 | HDU Fax: 917-639-1120
Monday – Friday 8:30am to 5:00pm

Rockaway: 219 Beach 59th Street, Queens, NY 11692
Tel: 718-637-2144 | 718-637-2140
Fax: 917-639-2521 | HDU Fax: 917-639-2522
Monday – Friday 8:30am to 5:00pm

Staten Island

Richmond: 201 Bay Street, Staten Island, NY 10301
Tel: 718-556-7343 | 718-390-5103
Fax: 917-639-2519 | HDU Fax: 917-639-1109
Center Hours: Monday – Friday 8:30am to 5:00pm

III. Housing Court Answers

Housing Courts Answers help people without lawyers answer their questions about Housing Court.

- landlord/tenant rules and regulations
- enforcement of housing code violations
- referrals for free legal help
- referrals to community organizations that help with housing problems
- referrals to charities that help with back rent

Website: <http://cwtfhc.org/>

Phone: 212-962-4795, Queens residents can call the Queens office at 718-657-0599

- telephone assistance from 9 am to 5 pm, Monday through Thursday

Information tables located in the city's Housing Court:

- They are open from 8:30am to 4:30pm on Mondays, Tuesdays, Wednesdays and Fridays.
- Staten Island, Harlem and Red Hook court doors do not open until 9:00am.
- On Thursdays, the Housing Courts in Brooklyn, Manhattan, the Bronx and Queens hold evening hours.



Eviction Prevention Services

New York City Housing Authority Termination Hearings Office

250 Broadway, 2nd floor
New York, NY 10007

Thursdays 1 pm to 5pm

Note: The courts stop admitting the public to the buildings at 3:45pm every day except Thursdays. On Thursdays, the courts are open later (hours vary).

Manhattan

111 Centre Street
New York, NY, 10013
Second Floor Clerk's Office- Room 225
Monday through Friday, 9 am to 4:00 pm.
(Maybe closed between 1pm and 2pm)

Harlem Community Justice Center (serves zip codes 10035 and 10037)

170 East 121st Street
New York, NY 10035
Outside Room 308
Monday, Thursday and Friday, 9 am to 1 pm

Brooklyn

141 Livingston Street
Brooklyn NY, 11201
Second Floor Clerk's Office – Room 202
Monday through Thursday, 9 am to 4:30 pm, Friday 9 am to 1 pm
(Maybe closed between 1pm and 2pm)

Bronx

1118 Grand Concourse at 166th Street
Bronx, NY 10451
Lobby opposite the Clerk's windows
Monday through Thursday, 9 am to 4:30 pm, Friday 9 am to 1 pm
(Maybe closed between 1pm and 2pm)

Queens

89-17 Sutphin Blvd.
Jamaica, NY 11435
Second Floor Hall - Monday through Friday, 9 am to 12 noon
First Floor, Room 159 – Monday through Friday 1 pm to 4:00 pm

Staten Island

927 Castleton Avenue
Staten Island, NY 10310
Lobby
Monday through Friday, 9 am to 12 noon

IV. Homeless Prevention Fund

The Homeless Prevention Fund provides emergency financial assistance to households Citywide, who are unable to secure sufficient assistance through available programs and are at imminent risk of homelessness due to rent arrears. The Fund offers emergency financial assistance to low-income households who meet all of the following criteria:

- Household income range between \$15,000 and \$30,000 annually
- An eviction petition has been filed
- The household has the ability to pay rent in the future.

For more information on the Homeless Prevention Fund, please contact:

Coalition for the Homeless

129 Fulton Street
New York, NY 10038
Phone: (212) 776-2044

The Bridge Fund

105 East 22nd Street, Suite 621 E
New York, NY 10010
Phone: (212) 674-0812

Community Service Society

105 East 22nd Street, Room 409
New York, NY 10010
Phone: (212) 614-5375