



Homes and Community Renewal

ANDREW M. CUOMO
Governor

JAMES S. RUBIN
Commissioner/CEO

RESTRICTIONS ON FILING AMENDED REGISTRATIONS

Explanatory Note: The Rent Code Amendments of 2014 placed restrictions on the filing of amended registrations for prior years. Amended registrations not filed in a timely manner will be rejected and owners will be required to seek DHCR approval by filing an Administrative Determination request (for details see Administrative Determination Procedure below) unless the amendment has already been directed by DHCR or another government agency that supervises the housing accommodation.

Annual registrations are considered timely if filed by July 31 of that year. An amended Initial/Annual registration will be considered timely and accepted for filing through July 31 of the following registration year.

Annual Registration

Amended annual registrations will be accepted for filing through July 31 of the following registration year. Amended annual registrations submitted after that date will be rejected, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Example: ABC Corporation files 2015 annual registrations on June 30, 2015. Subsequently, they realize they need to amend these registrations and file amended registrations on February 1, 2016. The filing will be accepted as it was submitted on or before July 31, 2016.

Late Annual Registration

Late annual registrations (first submission as opposed to an amended filing) submitted for years prior to the one in effect will be accepted. However, amendments to these late registrations will be rejected at all times, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Example: ABC Corporation just purchased a building in 2015 and learned that the 2012 registrations were not filed. They filed the 2012 registrations on April 20, 2015 and soon realized they need to amend these registrations. They attempted to file amended registrations on May 30, 2015. The amended filing will be rejected as it was not accompanied by a government order/directive. They will have to file an Administrative Determination request seeking DHCR approval to file the late amended registrations. For details, see Administrative Determination Procedure below.

Initial Registration

Amended Initial registrations will be accepted for filing through July 31 of the following registration year. Amended Initial registrations submitted after that date will be rejected unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Example: ABC Corporation files Initial registrations on September 30, 2015. Subsequently, they realize they need to amend these registrations and file amended registrations on February 1, 2016. The filing will be accepted as it was submitted on or before July 31, 2016.



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DIRECTIONS – AMENDING A RENT REGISTRATION

Only building owners/managing agents can submit amendments.

The directions for completing **Amendments** to previously submitted **Initial** or **Annual** Rent Registration information is as follows:

- Either photocopy the original building/apartment form manually submitted to the Division of Housing and Community Renewal (DHCR) or reprint the forms submitted through ARRO. If you do not have a copy of the original form, contact either RentInfo@nyshcr.org; PSU@nyshcr.org or call Rent Info at 718-739-6400. A blank form will be provided to you for reproduction.

*(NOTE: amendments to rent registration submissions must be completed using the building and/or apartment registration forms for the **year** being amended).*

- Write the word **AMENDMENT** on top of both the building and apartment forms.
- Make the necessary changes directly on the form and highlight.
- Include a signed and notarized RR-2(i) form for an amendment to an initial registration or the RR-2S form from the building summary submitted through the Annual Rent Registration Online (**ARRO**) system for an amendment to an annual registration.
- Return the forms to the Rent Registration Unit at the address below.
- Supply a copy of the amended apartment form to the tenant(s).

If you are submitting an amendment for a prior year registration, initial or annual, you must attach either a government directive (HPD) or a DHCR order (Overcharge, Administrative Determination) and follow the above procedures.

If you have any questions, please email PSU@nyshcr.org or call 718-739-6400.

(2/2016)



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DIRECTIONS – FILING AN ADMINISTRATIVE DETERMINATION

An “**Administrative Determination**” case may be initiated where the owner is requesting to amend a prior year’s registration(s). Please highlight or underline this request in the opening paragraph of your letter and address it to the attention of:

**Director, Multi-Service Unit
Property Management Bureau
92-31 Union Hall Street
Jamaica, NY 11433**

Your letter should be as detailed as possible and include the following information:

1. The owner’s full name and address.
2. The current tenant’s full name and address of the premise in question, including apartment number(s).
3. Registration year(s) to be amended
4. State the reason for the amendment
5. Clearly list the information you are seeking to amend.
6. A fully executed copy of the lease agreement in effect on April 1st of the year you wish to amend.
7. Supporting evidence to prove the points as indicated in the correspondence being submitted.

Please make sure your letter is **signed** and **notarized**, as it will serve as an affidavit. The submission should include an original and copies of the letter and all substantiating documentation. Each apartment must be filed separately. In addition, any reference to other apartments listing rent amounts must be redacted.

(2/2016)