

Required Signs To Post Throughout Your Buildings

Rental property owners must stay up to date with State and City requirements concerning the posting of various signs in different areas throughout their buildings. RSA periodically reminds our members of the lengthy list of required signs and notices.

These are, of course, in addition to all of the lease riders and annual notices that owners are required to provide to tenants. Failure to comply with these posting requirements can, and oftentimes do, result in violations issued by various City agencies that inspect buildings for compliance.

Here is the list of the signs that owners are currently required to post. Please be advised that where specific local laws are noted, those requirements are the most recent laws that have gone into effect:

1. City Department of Housing Preservation and Development (HPD) Multiple Dwelling Registration Plaque [Post in mailbox area]
2. Availability of HPD ABCs of Housing Guide [Post in mailbox area]
3. Certificate of Occupancy (if applicable) [Post in building entrance hall or lobby]
4. HPD Inspector Visitation Form [Post in mailbox area]
5. Smoke Detector Notice [Post in mailbox area]
6. Carbon Monoxide Detector Notice [Post in mailbox area]
7. Gas Meter Room Sign (prohibiting storage) [Post on outside of gas meter room door]
8. Boiler Room Access Signs (for location of key and responsible person) [Post in Mailbox area and boiler room entrance door]
9. Boiler/Burner Certificate [Post in boiler room]
10. Elevator Inspection Certificate [Post in elevator cab]
11. Elevator Landing Signs: [Post at every passenger elevator landing, except on the ground floor, directly above the elevator call button]
12. Stairwell Identification Signs (buildings with elevators, owners must post signs identifying each stairway with a letter of the alphabet) [Post on both sides of the door leading to the stairway on every floor]
13. Fire Safety Notice [Post in common area and inside apartment entrance doors]
14. Fire Safety Plan (Part I of the FEP) [Post in common area including building entrance, lobby, and hallways]
15. "No Smoking" and "No Electronic Cigarette Use" Signs (buildings with three or more units) [Post in common areas]
16. Building Smoking Policy [Owners have the choice to provide this to tenants in all leases and lease renewals, or post a copy in a prominent location in the building]
17. Lead-Based Paint Sign [On building and apartment doors for work involving more than 100 square feet]
18. Sprinkler Control Valve Notice [Post on all valves]
19. Floor Number Signs [Post on each floor and stair landing]
20. Garbage Removal Sign (for time of collection) [Post in vestibule or lobby]
21. Refuse Chute Signs (for buildings that have incinerators or similar refuse disposal systems) [Post on each door leading to a space containing a refuse chute]
22. Recycling Signs (for tenant obligations and separation of materials) [Post in regular trash area and in recycling area if different location]
23. HCR Initial Building Services Registration Form RR-3(i) [Post in mailbox area]
24. Superintendent/Janitor Sign (with name, address and phone number, for buildings with nine or more units) [Post in mailbox area]
25. Asbestos Projects [Post notices and signs to occupants and occupants of adjacent areas and at all approaches to work area]
26. Petroleum Bulk Storage Registration Certificate [Post near where oil tank is kept]
27. Disaster/Emergency Response Signage [Post in common areas]
28. Fire and Emergency Preparedness Notice [Post inside building main entrance door and common area or conspicuous location near main stairwell/elevators]
29. Information Section (Part I) of the Fire and Emergency Preparedness Guide [Posted alongside the Fire and Emergency Preparedness Notice in common area]
30. Temporary Posting of Emergency Information in the Event of a Dangerous Storm/Power Outage (Local Law 98 of 2013) [Post in common areas and remove when whether emergency or power outage has concluded]
31. Twenty-four-hour notice of Interruption of Services (Local Law 45 of 2015) [Post in common areas]
32. Procedure for Tenants Regarding Suspected Gas Leaks [Post in common areas, as well as in each tenant's lease or lease renewal]
33. Notice of Bedbug Infestation Histories (Local Law 69 of 2017) [Post in common areas or provide a copy of the notice to each tenant of the building upon each lease renewal or the commencement of a new lease]
34. Procedure for Tenants in the Event of a Fire (Local Law 115 of 2018, owners must post the Close the Door decal reminding tenants to close all doors behind them in the event of a fire) [Post in common areas and the public hallway corridor side of each stairwell door in a building]
35. Building Energy Grade (Local Law 33 of 2018, owners of buildings 25,000 square feet or larger) [Post in common areas]
36. Hurricane Evacuation Zone Notice (Local Law 103 of 2019) [Post in common areas]
37. Notification of City Department of Buildings (DOB) Violations (Local Law 110 of 2019, requires building owners who receive a DOB violation for any common-area related issue, or any violation that impacts all tenants in the building, to post a copy of the notice of violation, as well as a DOB promulgated flyer that explains to tenants what they

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should know and what the owner's responsibilities are. The copy of the violation and flyer must be posted no later than five days after the violation is issued and must remain in place until the summons is resolved [Post in building lobby]

Please note that all signs have various specifications. The 2024 New York City Apartment Management Checklist contains additional details for all required signage. Building owners and managers can purchase the Checklist at <https://realestatecomplianceinsider.com/>. ■

As Expected, New York City Extends Rent Stabilization Without Asking Thoughtful Questions About Who Benefits & What Can Be Done Differently

On March 6th, the New York City Council's Committee on Housing and Buildings held a hearing discussing the city's most recent 2023 Housing and Vacancy Survey (HVS) along with a bill to extend the expiration date of the New York City's Rent Stabilization Law from April 1, 2024 to April 1, 2027. RSA provided commentary emphasizing the flaws of rent stabilization. We know that rent stabilization is not built in equity, fairness or need. Without means testing, rent stabilization perpetuates inequity. To read RSA's testimony visit our website under New York City bills <https://rsanyc.net/newyorkcitybills/>.

The affordable housing crisis in New York needs serious and creative solutions, not more of the same. It is unfortunate that

Councilmembers and other public officials are offering up only recycled talking points and safe votes.

On March 19th Councilmembers passed an extension of Rent Stabilization to April 2027, which Mayor Adams approved on March 27th.

At RSA we continue to advocate for common sense policies and data-driven informed decision making. It is also why we emphasize the importance of making your voice heard in Albany and at City Hall.

As we engage this year's deliberations at the Rent Guidelines Board, we will reach out for you to speak up at critical junctures in that process. ■

Highest Court in New York Rules In Favor of Fixing NYC Tax Assessments

RSA has been long and extensively involved in a lawsuit against New York to correct inequitable property tax assessments. In March, we received a favorable decision from the New York State Court of Appeals requiring the City of New York to fix longstanding disparities in its property tax assessment system.

The lawsuit – *Tax Equity Now New York v. City & State of New York* – was dismissed at lower courts so the issue of what the law actually requires went up on appeal to New York's highest court.

The Court of Appeals ruled, in a 4-3 decision, that NYC is obligated to uniformly assess properties within the same property class. This has not been happening in a system over 40 years old, in which apartment buildings – for example – are overtaxed while multimillion dollar single family brownstones are undertaxed. Condos and co-ops have been wrongly assessed and wrongly compared, for tax assessment purposes, to apartments that are nothing like them.

This decision lays out the law for the City to now follow – that the system we've been challenging violates New York State Property Tax Laws and the Fair Housing Act.

The Court of Appeals is the final word on New York law; the City cannot appeal the Court's interpretation of state law.

This is a monumental step in a years-long effort. It's now up to the City to review the current property tax assessment and tax scheme, which the City has been defending, in light of the Court of Appeals' decision. Or, before that, New York policymakers can create an equitable system that conforms with the TENNY decision. Nothing will immediately change in your tax assessments or tax bills, but we are now "at the end of the beginning" of desperately needed changes.

Below is a statement from our colleagues at Tax Equity Now New York:

Tax Equity Now New York (TENNY) policy director Martha E. Stark issued the following statement in response to the New York Court of Appeals decision:

"Today is a great day for millions of New Yorkers who have been treated unfairly by the city's unconstitutional property tax system. The court's decision means that finally, after decades of avoiding responsibility to fix a universally-acknowledged problem and a seven-year legal battle, city and state leaders will be required to create a property tax system that is equitable and just for millions of renters and homeowners in lower income and minority communities." ■