

New York State
Division of Housing & Community Renewal

Data Upload Instructions Annual Rent Registration 2010 to 2019

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General Description of the Registration Process →

The Data Upload Instructions define the meaning of data elements, the manner and order in which they must appear on the submission, and the constraints on their values. Since the primary key which drives this process is the Building Registration ID number, it is required that this key conforms to the values resident in the DHCR database. **IMPORTANT: Providers must verify the Building ID and Address by using the Rent Regulated Building Search available on the DHCR website at <https://www1.dhcr.state.ny.us/BuildingSearch/default.aspx> prior to attempting to upload data. Records that do not match will be rejected.**

The Annual Rent Registration Application Instructions should be used in conjunction with this document in order to create a file which ensures all fields contain the data as required by DHCR. The Application Instructions are available on the Rent Registration Information webpage under Instructions <http://www.nysdcr.org/Apps/RentReg/>.

Definitions of Items in Data Upload Instructions → Definitions of some of the terms found in the Data Upload Instructions:

The **Item No.** column relates to the building summary form and the apartment form which are printed from the Annual Rent Registration Online application. For example, **item 1** on the printed building summary form is the building registration ID number, **item 4** on the printed building summary form is the building ZIP code, **item 2** on the printed apartment form is the tenant name field, **item 8a** on the printed apartment form is the legal registered rent field, etc.

Blank Fill is used to indicate when a field should be left justified and filled out to the total number of field size with spaces arrived at by hitting the space bar on the input device.

Enter as shown is used to indicate when the data should be entered exactly as shown. If no data is present, leave the field blank. Do not fill the field with spaces or zeros.

Items **required** on each record are highlighted in **RED (Required)**. Items required **ONLY if** certain fields are entered are highlighted in RED and underlined (Required if).

Rent Roll/Registration Receipt → Upon successful processing by DHCR, users of the Annual Rent Registration system will have the ability to print their own certified rent rolls and registration receipts.

File Specifications → Input to the process will be via electronic media according to the following specifications:

Record Type: Fixed
.txt or .sdf files

Record Length: 850

Sort Order: 1. Building Registration ID Number (Positions 2-8)
2. Form Type (Position 1)
Each building form type 1 must be followed by all related form type 2 apartments

Naming Conventions for Street Names

Abbreviate all street prefixes and suffixes. See Appendix A – Table of Street Suffix Abbreviations. Street directional names should contain only the initial of the direction.

Enter all numbered street names as a numeric whole number including th, st, nd, rd.

If there is only **one** street number for the address, enter that number in **both the low and high house number fields**.

If the **building has a range address**, enter the low house number in the '**LOW**' house number field and the high house number in the '**HIGH**' house number field.

For buildings with multiple lines of addresses, each apartment can contain its' actual street address as long as the address matches the address on file for that building ID.

Address	Building Low House Number	Building High House Number	Building Street Name	Building Street Suffix
245 West 6 th Street	245	245	W 6th	St
245 Sixth Street North	245	245	6th	St N
55 to 65 West 25 Street	55	65	W 25th	St
23-10 Jarvis Boulevard	23-10	23-10	Jarvis	Blvd
215 Avenue K	215	215	Avenue K	

Exceptions - In any case where the abbreviation of a street name **CHANGES** the street name.

Address	Building Low House Number	Building High House Number	Building Street Name	Building Street Suffix
5 South Street	5	5	South	St
6 West Boulevard	6	6	West	Blvd

Naming Conventions for Entering Apartment Numbers in Buildings with a Range Address

The standard for entering apartments in a building with a range address and duplicate apartment numbers is to append the apartment street address in parentheses after the apartment number.

Example: Building range address **401 to 405 W 34th St**

Duplicating apartment numbers should be entered as follows:

1A(401)
1A(403)
1A(405)
1B(401)
1B(403)
1B(405)

Filing Permanently Exempt Apartments

Apartments that **became permanently exempt** since the last registration must be filed as permanently exempt for the **last time** with DHCR on the next annual registration cycle. This filing serves as an “exit” registration and removes the apartment from rent stabilization. No further apartment registrations are required for permanent exempt units.

Naming Conventions for Formatted Names

A. General

1. Truncate characters in excess of the field limits.
2. Drop comma following the last name and period following the middle initial.
3. No spaces allowed in names.
 - Exception 1: Last name St or Saint
 - Exception 2: First initial followed by full middle name
 - Exception 3: Oriental names
4. No special characters allowed except hyphen.
5. Individual names entered in first, middle, last format must be rearranged into last, first, and middle initial, suffix format.
An “I” must be entered to indicate if the owner, managing agent or tenant name is an individual and not a corporation or partnership name.
6. Corporate and partnership names are entered into last name field and continued into first name and middle initial fields if required due to length of name. **An “O” must be entered to indicate it is a corporate or partnership name and not an individual name.**
7. Full middle names are shortened to initial except for single first initial followed by full middle name (see D below). Full first, middle, and last names enter only first letter of middle name in middle initial field.
8. If the owner name listed in item 6, page 15 does not reside at the address listed in item 7, page 16 enter the IN CARE OF C/O address as the first line in the Owner Street Address 1 field. Proceed to enter the owner street address in the Owner Street Address 2 field.

Naming Conventions for Formatted Names

B. Titles and Joint Names

1. Do not enter Mr., Mrs., Rev., Hon., Rabbi, Sister, etc.
2. Enter joint names as separate tenants.

Exception 1: A woman who uses her husband's name preceded by Mrs. with no given name.

Name		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Smith, Mr. & Mrs. Harry	Tenant 1:	SMITH	HARRY	
	Tenant 2:	SMITH	MRS HARRY	
Sister Maria Michael Flynn	Tenant 1:	FLYNN	MARIA	M
Mr. and Mrs. John J. Smith	Tenant 1:	SMITH	JOHN	J
	Tenant 2:	SMITH	MRS JOHN	J
Sister Maria Theresa	Tenant 1:	THERESA	MARIA	

Naming Conventions for Formatted Names

C. Two different last names

Enter each name as a separate tenant. Each individual name processed according to conventions.

Names		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Don Johnson and Barbara Streisand	Tenant 1:	JOHNSON	DON	
	Tenant 2:	STREISAND	BARBARA	
Stevens, Andrew Crosby, Cathy Lee	Tenant 1:	STEVENS	ANDREW	
	Tenant 2:	CROSBY	CATHY	L

D. Initial followed by complete middle name. Enter initial without period, space, full middle name in first name field.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Getty, J. Paul	GETTY	J PAUL	
C. Wayne Green	GREEN	C WAYNE	

Naming Conventions for Formatted Names

E. Prefixed Names - Enter as one name except names prefixed by St or Saint, which are entered with a space after the prefix. Enter both as St (without a period).

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Di Russo, Anthony	DIRUSSO	ANTHONY	
Van Den Hull, A.J.	VANDENHULL	AJ	
Mongo Santa Maria	SANTAMARIA	MONGO	
St. James, Susan	ST JAMES	SUSAN	
Basil Saint John	ST JOHN	BASIL	
O'Brian, Dennis A.	OBRIAN	DENNIS	A

F. Suffixes - Suffixes are entered in the name suffix field.
 Accepted suffixes are: two character Roman numerals I through XV (for III enter the number 3), JR, SR.
 Do not enter commas, periods, rd, th, etc. Other name suffixes should be appended to the Last Name value.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:	Enter Suffix as:
Brown Jr., John S.	BROWN	JOHN	S	JR
Clarence V. Jones III	JONES	CLARENCE	V	3
Tyler, Steven 3rd	TYLER	STEVEN		3
Smith MD, John	SMITH MD	JOHN		

Naming Conventions for Formatted Names

G. Hyphenated Names

Last Name - Enter as one word including hyphen. First Name - enter as one word excluding hyphen.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Robinson-Duff, James	ROBINSON-DUFF	JAMES	
Brown, Jo-Anne	BROWN	JOANNE	

H. AKA and c/o (in care of)

Disregard 'Also Known As' names (includes a/k/a, nee, nimi). For C/O (in care of) see Naming Conventions, item 8, page 5.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Mary Smith nee Carrolton	SMITH	MARY	
Carol Jones a/k/a Tina Louise	JONES	CAROL	

Naming Conventions for Formatted Names

I. Nicknames

Enter as shown. Omit punctuation.

Exception 1: Parenthetical name appears embedded within name.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Waller, 'Fats'	WALLER	FATS	
Randy 'Macho Man' Savage	SAVAGE	RANDY	

J. Spanish Names

If two last names are given, enter both with a hyphen between them. Substitute hyphen for 'de'.

Name		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Juan Rodriguez Gonzales		RODRIGUES-GONZALES	JUAN	
Maria Lopes de Rodriguez		LOPES-RODRIGUEZ	MARIA	
Perez Martinez, Juan & Maria	Tenant 1:	PEREZ-MARTINEZ	JUAN	
	Tenant 2:	PEREZ-MARTINEZ	MARIA	

Naming Conventions for Formatted Names

K. Asian Names

Enter full name as shown. Accept first name shown as surname unless surname is indicated. Disregard hyphens.

Exception 1: When the first name is a Christian name, enter the Christian name as the given name.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Chan Lee Wong	CHAN	LEE WONG	
John Wong Chin	CHIN	JOHN WONG	
Chu Man Foo	CHU	MAN FOO	

L. Partnerships and Corporations

Enter Corporate/Partnership names in last name field, and continue name into first name and middle initial fields as required.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
82nd Street Associates	82ND STREET AS	SOCIATES	
Merrill, Lynch, Pierce, Fenner & Smith, Inc.	MERRILL,LYNCH,	PIERCE,FENNER&	S

Naming Conventions for Formatted Names

M. Exempt and Vacant Apartments

1. For Temporarily and Permanently Exempt units enter the tenant name in Last, First, Middle format.

Name	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Temp Exempt or Temporarily Exempt Note: Must contain a tenant name	SMITH	JOHN	
Perm Exempt or Permanently Exempt Note: Must contain a tenant name	DOE	JANE	

2. For **Vacant** units enter an 'X' in the Vacant indicator field. DO NOT enter the word "Vacant" in the tenant name field.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Form Type	1	1		X	Constant '1'.
1	Building Registration ID Number	2	7		X	Identification number used by DHCR with a leading zero. Required, right justify.
2	BUILDING STREET ADDRESS: If entering more than one building address all fields that are required on the first building street address will also be required on building street address 2 and building street address 3.					The principal address is entered on line 1 with other known addresses on lines 2 and 3. <u>Addresses must be formatted according to the conventions specified on page 3.</u>
2	Low House Number 1	9	8	X		Low house number of the principle building address. Required, left justify (e.g. a range address of 1 to 8 Main Street: enter 1 in low house number and 8 in high house number).
2	High House Number 1	17	8	X		High house number of the principle building address. If no high house number exists, enter the low house number. Required, left justify (e.g., address 8 Main Street, enter 8 in low house number and 8 in high house number).
2	Building Street Name 1	25	25	X		Street name of the principle building address. Required, left justify.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
2	Building Street Suffix 1	50	8	X		Street suffix of the principle building address. Required if building contains a suffix, left justify.
2	Low House Number 2	58	8	X		Low house number of the other known building address. Left justify.
2	High House Number 2	66	8	X		High house number of the other known building address. Left justify.
2	Building Street Name 2	74	25	X		Street name of the other known building address. Left justify.
2	Building Street Suffix 2	99	8	X		Street suffix of the other known building address. Left justify.
2	Low House Number 3	107	8	X		Low house number of the other known building address. Left justify.
2	High House Number 3	115	8	X		High house number of the other known building address. Left justify.
2	Building Street Name 3	123	25	X		Street name of the other known building address. Left justify.
2	Building Street Suffix 3	148	8	X		Street suffix of the other known building address. Left justify.
3	City/Town/Village	156	25	X		City, town or village where building is located. Required, left justify.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
4	ZIP Code	181	9		X	Building ZIP code. Must be numeric 5 or 9 digits. Required, left justify, do not zero fill, do not enter dashes.
5	County Code	190	2		X	Two digit numeric code used to identify the county. See Appendix A for valid county codes. Required, do not zero fill.
5a	Municipality	192	2		X	Two digit numeric code used to identify the municipality where the building is located. <u>Do not zero fill.</u> Required if county is outside NYC. See Appendix A for list of municipality codes.
6	OWNER NAME: For a coop enter the corporative corporation name. For a condo enter the name of the homeowner's association.					The owner name as of April 1 is formatted into 3 separate fields. Names must be formatted according to the conventions specified on page 5. All 30 characters with all embedded spaces must be entered.
6	Owner Last Name	194	19	X		Required, left justify, blank fill. All 30 characters with all embedded spaces must be entered.
6	Owner First Name	213	10	X		Required, left justify, blank fill. All 30 characters with all embedded spaces must be entered.
6	Owner Middle Initial	223	1	X		Enter as shown, blank fill. All 30 characters with all embedded spaces must be entered.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
7	OWNER'S MAILING ADDRESS:					Owner's mailing address. Provision is made for up to 3 lines of mailing address. For instructions on entering "in care of" (c/o) see page 5, item 8.
7	Owner Street Address 1	224	40	X		Required , enter as shown.
7	Owner Street Address 2	264	40	X		Enter as shown.
7	Owner Street Address 3	304	40	X		Enter as shown.
8	City/Town/Village	344	25	X		City, town, or village of owner's mailing address. Required , enter as shown.
9	Owner State	369	2	X		State of owner's mailing address. Required , see Appendix A, Table of State Abbreviations.
10	Owner ZIP Code	371	9		X	ZIP code for owner's mailing address. Must be numeric 5 or 9 digits. Required , left justify, do not zero fill, do not enter dashes.
11	Owner Phone	380	10		X	Phone number of owner including area code. Do not enter spaces, dashes, or parenthesis. Required , do not zero fill.
11	Owner Extension	390	4	X		Provision is made for owner's extension. Enter as shown.
11	Owner Email Address	394	50	X		Enter the owner's email address. Required , enter as shown.

**Data Upload Instructions– 2010 to 2019
Annual Registration Summary**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
12	MANAGING AGENT NAME:					The managing agent as of April 1. Format using same conventions as owner name, see Item 6 page 15.
12	Managing Agent Last Name	444	19	X		Enter as shown, left justify, blank fill.
12	Managing Agent First Name	463	10	X		Enter as shown, left justify, blank fill.
12	Managing Agent Middle Initial	473	1	X		Enter as shown, blank fill.
13	MANAGING AGENT MAILING ADDRESS: Required if Managing Agent name is entered.					Managing agent's mailing address. Provision is made for up to 3 lines of business address. For instructions on entering "in care of" (c/o) see page 5, item 8.
13	Managing Agent Street Address 1	474	40	X		Enter as shown.
13	Managing Agent Street Address 2	514	40	X		Enter as shown.
13	Managing Agent Street Address 3	554	40	X		Enter as shown.
14	City/Town/Village	594	25	X		City, town, or village for managing agent's mailing address. Enter as shown.
15	Managing Agent State	619	2	X		State for managing agent's mailing address. See Appendix A, Table of State Abbreviations.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
16	Managing Agent ZIP Code	621	9		X	ZIP code for managing agent's mailing address. Must be numeric 5 or 9 digits. <u>Left justify, do not zero fill, do not enter dashes.</u>
17	Managing Agent Phone	630	10		X	Phone number of managing agent including area code. Do not enter spaces, dashes, or parenthesis. <u>Required if</u> Managing Agent is entered. <u>Do not zero fill.</u>
17	Managing Agent Extension	640	4	X		Provision is made for manager's extension. Enter as shown.
17	Managing Agent Email Address	644	50	X		Enter the managing agent's email address if available. <u>Required if</u> Managing Agent is entered. Enter as shown.
18	<i>BUILDING CLASS: Required, either Class A or Class B must be selected.</i>					
18	Class 'A' Multiple Dwelling	694	1	X		Enter 'X' if applicable.
18	Class 'B' Multiple Dwelling	695	1	X		Enter 'X' if applicable.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
18	BUILDING DESCRIPTION:					Building categories may be combined except for the following combinations: Garden Complex with Hotel or Single Room Occupancy. Hotel with Garden Complex. Single Room Occupancy with Garden Complex.
18	Hotel	696	1	X		Enter 'X' if applicable.
18	Single Room Occupancy	697	1	X		Enter 'X' if applicable.
18	Garden Apartment Complex	698	1	X		Enter 'X' if applicable.
(none)	Filler	699	20	X		
18	Coop/Condo	719	1	X		Enter 'X' if applicable.

**Data Upload Instructions– 2010 to 2019
Annual Registration Summary**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
18	COOP/CONDO DATES: <u>Required if Coop/Condo is selected.</u> If no coop/condo dates, fields can be zero filled or left blank.					<p>The coop/condo conversion plan portion of item 18 contains the following responses:</p> <p>(a) a non-eviction coop/condo conversion plan was declared effective, or</p> <p>(b) an eviction coop/condo conversion plan was declared effective, or</p> <p>(c) a conversion plan was accepted for filing by the Attorney General's Office.</p> <p>Only one effective or accepted date should be entered for any of the three plans.</p> <p>If the plan has been declared effective, give the effective date. Only give the date the plan was accepted for filing if the plan has NOT yet been declared effective.</p>
18	Non-Evict Coop/Condo Date	720	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
18	Evict Coop/Condo Date	728	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
18	Plan Accepted for Filing Date	736	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
(none)	Filler	744	4	X		

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
18	FINANCING PROGRAMS:					
18	Section 11-243 or 11-244 (J-51)	748	1	X		Enter 'X' if applicable.
18	421-a	749	1	X		Enter 'X' if applicable.
18	Article 11 of PHFL	750	1	X		Enter 'X' if applicable.
18	Section 608 of PHFL	751	1	X		Enter 'X' if applicable.
18	Article 14 & 15	752	1	X		Enter 'X' if applicable.
18	421-a Income Restricted Units	753	4		X	Required If 421-a is checked, the total number of Income Restricted and/or Market Rate units must be entered. Enter as shown. <u>Right justify, zero fill.</u>
18	421-a Market Rate Units	757	4		X	
(none)	Filler	761	7	X		
18	421-g	768	1	X		Enter 'X' if applicable.
(none)	Filler	769	3	X		
19	TYPES OF UNITS IN BUILDING ON APRIL 1 Required. Every unit in the building must be assigned to one of these four categories. Right justify, zero fill.					The number of units in the building on April 1 in each category.
19	Stabilized/ETPA/Temporary Exempt/Vacant	772	4		X	Enter the number of units regulated under the Rent Stabilization Law or the Emergency Tenant Protection Act. Includes vacant and temporary exempt apartments.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
19	Rent Control Apartments	776	4		X	Enter the number of units regulated under New York City or State Rent Control Laws.
19	Permanent Exempt Apartments	780	4		X	This includes apartments which became permanently exempt in the current year and ones that were previously permanently exempt.
19	Total Number of Apartments in Building	784	4		X	Total number of Stabilized/ETPA/ Temporary Exempt/Vacant/ and ALL Permanently Exempt apartments physically present in the building.
20	Total Number of Apartment Forms Submitted	788	4		X	The number of Apartment Registrations being submitted with the Building Registration.
6	Building Owner Name Suffix	792	2	X		Enter the building owner's name suffix. See Naming Conventions for entering suffixes on page 8, item F.
12	Managing Agent Name Suffix	794	2	X		Enter the managing agent name suffix. See Naming Conventions for entering suffixes on page 8, item F.
6	Owner Name Type	796	1	X		Enter "I" if owner name in item 6 is an individual name. Enter "O" if owner name in item 6 is an organization. Required.

Data Upload Instructions– 2010 to 2019 Annual Registration Summary						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
12	Managing Agent Name Type	797	1	X		Enter “ I ” if managing agent name in item 12 is an individual name. Enter “ O ” if managing agent name in item 12 is an organization. Required if managing agent is entered.
(none)	Registration Year	798	4		X	Enter the four digit registration year. Required.
(none)	Provider of service identifier	802	6	X		Provider created identifier. Required for RSA files, not required for other ORRA users. Data will not be stored in ORRA.
(none)	Filler	808	8	X		
(none)	Provider Code	816	5		X	DHCR assigned code which identifies each automated provider of service. Required, right justify, zero fill.
(none)	Filler	821	30	X		

**Data Upload Instructions – 2010 to 2019
Annual Apartment Registration**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Form Type	1	1		X	Constant '2'.
1	Building Registration ID Number	2	7		X	Identification number used by DHCR with a leading zero. Required, right justify.
2	Vacant Indicator	9	1	X		Indicates that the unit is vacant. Enter 'X' if vacant is checked.
2	TENANT NAME: Required, including temporary exempt and permanent exempt units (see page 4 for further information on permanent exempt filings). Space is provided for entering the first three tenants listed on the lease.					
2	Tenant 1 Last Name Tenant 1 First Name Tenant 1 Middle Initial	10 35 49	25 14 1	X X X		The name of the tenant(s) according to the lease in effect on April 1 formatted according to the conventions described on page 5. Left justify.
2	Tenant 2 Last Name Tenant 2 First Name Tenant 2 Middle Initial	50 75 89	25 14 1	X X X		'Tenant 2' and 'Tenant 3' may contain names of other tenants on the lease. Names must be formatted according to the conventions specified on page 5.
2	Tenant 3 Last Name Tenant 3 First Name Tenant 3 Middle Initial	90 115 129	25 14 1	X X X		
2	Tenant Succeeded to Apartment	130	1	X		Enter 'X' if applicable.
3	Apartment Address Street Number	131	8	X		Enter the street number of the apartment . Do not enter a range address; enter the actual number where the apartment is located. Required, left justify.

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
3	Apartment Address Street Name	139	25	X		Enter the street name of the apartment. Required, left justify. See page 3.
3	Apartment Address Street Suffix	164	8	X		Enter the street suffix of the apartment. Required, left justify. See page 3.
4	Apartment Number See page 4 for instructions on how to enter duplicate apartment numbers within the same building.	172	20	X		The designation of the apartment or room. Required. Do not use dashes, # sign, slashes, or spaces. Parentheses are used to differentiate between duplicate apartment numbers within the same building. Acceptable format is apartment number followed by street number in parenthesis; i.e. range address 401 to 405 Main St enter apartments numbers as 1A(401), 1A(403), 1A(405).
7a	TEMPORARILY EXEMPT APARTMENTS: If apartment is temporarily exempt do not complete Item No. 7B through Item No. 13.					Item 7a is used to indicate that the apartment is temporarily exempt from rent stabilization.
7a	Transient Occupancy in Hotel/SRO	192	1	X		Enter 'X' if applicable.
7a	Other	193	1	X		Indicates other reason for temporary exemption. Enter 'X' if applicable.
7a	Owner Occupied/Employee	194	1	X		Enter 'X' if applicable.
7a	Commercial/Professional (no c/o)	195	1	X		Enter 'X' if applicable.
7a	Not Prime Res./Not for Profit	196	1	X		Enter 'X' if applicable.

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Filler	197	4	X		
7b	PERMANENTLY EXEMPT APARTMENTS: If apartment is permanently exempt since the last registration, enter the date of exemption.					Item 7b is used to indicate the apartment is permanently exempt from rent stabilization.
7b	Effective Date of Exemption	201	8		X	Date the apartment became permanently exempt from rent stabilization. Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011). <u>If date is entered, a reason must be given.</u> If no date of exemption, field can be zero filled or left blank.
7b	REASON FOR PERMANENT EXEMPTION: If date of exemption is entered, a permanent exempt reason must be selected. If the reason 'High Rent Vacancy' or 'Other' is selected see required entry fields below. You are not required to complete Item No. 7b to Item No. 13.					
7b	High Rent Vacancy	209	1	X		Enter 'X' if applicable.
7b	High Rent Vacancy/Last Legal Regulated Rent Paid	210	7	X		This is the last legal regulated rent paid since the apartment became permanently exempt due to a high rent vacancy. <u>Do not zero fill.</u> Enter in rent with decimal point (e.g., 400.50). <u>Required if high rent vacancy is selected.</u>
7b	High Rent/Legal Rent is per Month	217	1	X		Indicates that rent is monthly. Required if rent was paid monthly. Enter 'X' if rent is 'Monthly'. <u>Required if last legal regulated rent is per month.</u>

**Data Upload Instructions – 2010 to 2019
Annual Apartment Registration**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
7b	High Rent/Legal Rent is per Week	218	1	X		Indicates that rent is weekly. Required if rent was paid weekly. Enter 'X' if rent is 'Weekly. Required if last legal regulated rent is per week.
7b	High Rent/High Income	219	1	X		Enter 'X' if applicable.
7b	Commercial/Professional Exemption (with c/o)	220	1	X		Enter 'X' if applicable.
7b	Coop/Condo Occupied by Owner or Non-Protected Tenant	221	1	X		Enter 'X' if applicable.
7b	Substantial Building Rehabilitation	222	1	X		Enter 'X' if applicable.
7b	Permanent Exempt Other Indicator	223	1	X		Enter 'X' if applicable.
7b	Permanent Exempt Other Description	224	15	X		Required if Permanent Exempt 'Other' indicator is entered. Left justify.
7b	Sec 11-243 or 11-244 (J-51) Expiration Exemption	239	1	X		Enter 'X' if applicable.
7b	Sec 608 Expiration Exemption	240	1	X		Enter 'X' if applicable.
7b	421-a Expiration Exemption	241	1	X		Enter 'X' if applicable.
(none)	Filler	242	5	X		

**Data Upload Instructions – 2010 to 2019
Annual Apartment Registration**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
8a	421-a Market Rate Unit	247	1	X		Enter 'X' if applicable.
8a	421-a Income Restricted Unit	248	1	X		Enter 'X' if applicable.
8a	421-a Area Median Income %	249	3		X	<u>Required if apartment is a 421-a income restricted apartment. Do not zero fill.</u> Enter as shown. Field can be either right or left justified.
8a	Legal Regulated Rent on April 1 If VACANT for 4 years from April 1 of current registration year, enter 0.00.	252	8	X		This is the authorized rent as of April 1. <u>Required if not a permanently exempt unit, do not zero fill.</u> Enter rent with decimal point (e.g., 400.50).
8a	Legal Regulated Rent is per Month	260	1	X		<u>Required if Legal Regulated Rent is monthly.</u> Enter 'X' if rent is 'Monthly'.
8a	Legal Regulated Rent is per Week	261	1	X		<u>Required if Legal Regulated Rent is weekly.</u> Enter 'X' if rent is 'Weekly'.
9	Actual Payment by Tenant on April 1	262	8	X		Enter Actual Payment by Tenant only if different than Legal Regulated and Preferential Rent Paid. If entered, should be a number with 2 decimal places. Do not zero fill. <u>Do not fill in if blank.</u>
9	Actual Payment by Tenant is per Month	270	1	X		<u>Required if Actual Payment by Tenant is monthly.</u> Enter 'X' if rent is 'Monthly'.
9	Actual Rent Paid per Week	271	1	X		<u>Required if Actual Payment by Tenant is weekly.</u> Enter 'X' if rent is 'Weekly'.

**Data Upload Instructions – 2010 to 2019
Annual Apartment Registration**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
9	OTHER ADJUSTMENTS:					Item 9 indicates the reasons for other adjustments which cause a difference between Legal Regulated Rent and Actual Payment by Tenant. Required if "Other" is checked off, the reason must be indicated in "Other Description".
9	SCRIE	272	1	X		Enter 'X' if applicable.
9	DHCR Rent Reduction Order	273	1	X		Enter 'X' if applicable.
9	Section 8	274	1	X		Enter 'X' if applicable.
(none)	Filler	275	1	X		
9	Other	276	1	X		The rent paid by the tenant is different due to a reason other than those provided. Enter 'X' if applicable.
9	Other Description	277	30	X		Required if "Other" is selected. Enter description for "other".
9	Appliance Surcharge	307	1	X		Enter 'X' if applicable.
9	DRIE	308	1	X		Enter 'X' if applicable.
(none)	Filler	309	43	X		

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
10	No Lease Indicator	352	1	X		Indicates that there is no lease in effect. Enter 'X' if applicable.
10	Lease in effect April 1 Start Date	353	8		X	Beginning date for lease in effect April 1 for tenant(s) in item 2. Enter a valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011). Required if the No Lease Indicator is NOT checked. If no lease, field can be zero filled or left blank.
10	Lease in effect April 1 Expiration Date	361	8		X	Expiration date for lease in effect April 1 for tenant(s) in item 2. Enter a valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011). Required if the No Lease Indicator is NOT checked. If no lease, field can be zero filled or left blank.
11	RENT CHANGES SINCE LAST YEAR:					
11	Second Succession	369	1	X		Enter 'X' if applicable.
11	Lease Renewal	370	1	X		Enter 'X' if applicable.
11	Vacancy Lease	371	1	X		Enter 'X' if applicable.
11	421-A	372	1	X		Enter 'X' if applicable.
(none)	Filler	373	5	X		

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
12	RENT CHANGES WITH DHCR ORDER SINCE LAST REGISTRATION YEAR:					
12	Major Capital Improvements	378	1	X		Enter 'X' if applicable.
12	Hardship Order	379	1	X		Enter 'X' if applicable.
12	Fair Market Rent Appeal Order	380	1	X		Enter 'X' if applicable.
12	Rent Overcharge	381	1	X		Enter 'X' if applicable.
(none)	Filler	382	5	X		
13	RENT CHANGES WITHOUT DHCR ORDER SINCE LAST REGISTRATION YEAR:					
13	Increase Effective Date	387	6		X	If an increase is entered, date of the increase is required in MMYYYY format with leading zero on month if less than 10 (e.g., 042011). Field can be zero filled or left blank.
13	Monthly Rent Increase	393	7	X		Monthly increase to Legal Regulated rent charge. Amount should be a number with 2 decimal places, enter decimal point. Left justify. If only cents, the decimal must be preceded with a zero (e.g., 0.18). Required if increase effective date is entered. Do not zero fill.
13	REASON FOR RENT INCREASE: Required if Increase Effective Date and Monthly Rent Increase are entered.					
13	Reason for Increase/Stove	400	1	X		Enter 'X' if applicable.
13	Reason for Increase/Refrigerator	401	1	X		Enter 'X' if applicable.

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
13	Reason for Increase/Dishwasher	402	1	X		Enter 'X' if applicable.
13	Reason for Increase/A/C	403	1	X		Enter 'X' if applicable.
13	Reason for Increase/Windows	404	1	X		Enter 'X' if applicable.
13	Reason for Increase/Other Description	405	20	X		Enter the reason for rent change other than those specifically listed in item 13.
13	Increase Effective Date	425	6		X	If an increase is entered, date of the increase is required in MMYYYY format with leading zero on month if less than 10 (e.g., 062011). Field can be zero filled or left blank.
13	Monthly Rent Increase	431	7	X		Monthly increase to Legal Regulated rent charge. Amount should be a number with 2 decimal places, enter decimal point. Left justify. If only cents, the decimal must be preceded with a zero (e.g., 0.18). Required if increase effective date is entered. Do not zero fill.
13	Reason for Increase/Stove	438	1	X		Enter 'X' if applicable.
13	Reason for Increase/Refrigerator	439	1	X		Enter 'X' if applicable.
13	Reason for Increase/Dishwasher	440	1	X		Enter 'X' if applicable.
13	Reason for Increase/A/C	441	1	X		Enter 'X' if applicable.
13	Reason for Increase/Windows	442	1	X		Enter 'X' if applicable.

**Data Upload Instructions – 2010 to 2019
Annual Apartment Registration**

Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
13	Reason for Increase/Other Description	443	20	X		Enter the reason for rent change other than those specifically listed in item 13.
2	Tenant Name Suffix 1 Tenant Name Suffix 2 Tenant Name Suffix 3	463 465 467	2 2 2	X X X		The suffix of the tenant(s) according to the lease in effect on April 1 formatted according to the conventions described on page 8, item F. Left justify.
8b	Preferential Rent Paid on April 1	469	8	X		Enter only if less than Legal Regulated Rent. If entered, should be a number with 2 decimal places. <u>Do not zero fill.</u> <u>Do not fill in if blank.</u>
8b	Preferential Rent Paid is per Month	477	1	X		<u>Required if Preferential Rent Paid is monthly.</u> Enter 'X' if rent is 'Monthly'.
8b	Preferential Rent Paid is per Week	478	1	X		<u>Required if Preferential Rent Paid is weekly.</u> Enter 'X' if rent is 'Weekly'.
2	Tenant 1 Name Type	479	1	X		Enter "I" if tenant name in item 2 is an individual name. Enter "O" if tenant name in item 2 is an organization. Required if not vacant unit. Enter nothing if vacant.
(none)	Filler	480	58	X		

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
14	OWNER/MANAGING AGENT:					
14	Coop/Condo Owner Name Type	538	1	X		Enter “ I ” if coop/condo owner name in item 14 is an individual name. Enter “ O ” if coop/condo owner name in item 14 is an organization .
14	Apartment Contact Person Entry of the Apartment Contact Person is required for all apartments.	539	1		X	The contact person for the apartment. Required. Enter “ 1 ” if it is the owner. Enter “ 2 ” if it is the managing agent. Enter “ 3 ” if it is a coop/condo owner.
14	COOP/CONDO OWNER NAME: Required only if Apartment Contact Person name type is “3”					The Coop/Condo Owner name as of April 1. Names must be formatted according to the conventions specified on page 4. The following Coop/Condo fields should only be entered when Apartment Contact Person is a “3”.
14	Coop/Condo Owner Last Name	540	19	X		Required if Apartment Contact Person is a “3” (coop/condo owner). Left justify.
14	Coop/Condo Owner First Name	559	10	X		Required if Apartment Contact Person is a “3” (coop/condo owner). Left justify.
14	Coop/Condo Owner Middle Initial	569	1	X		Middle initial of the individual owner of the coop/condo.

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
14	Coop/Condo Owner Street Address 1	570	40	X		At least one line of address is <u>required if Apartment Contact Person is a “3” (coop/condo owner)</u> . Enter as shown.
14	Coop/Condo Owner Street Address 2	610	40	X		
14	Coop/Condo Owner Street Address 3	650	40	X		
14	Coop/Condo Owner City/Town/ Village	690	25	X		City, town, or village for Coop/ Condo owner's address. <u>Required if Apartment Contact Person is a “3” (coop/condo owner)</u> . Enter as shown.
14	Coop/Condo Owner State	715	2	X		State for Coop/Condo owner's address. Use 2 character abbreviation see Appendix A, Table of State Abbreviations. <u>Required if Apartment Contact Person is a “3” (coop/condo owner)</u> .
14	Coop/Condo Owner ZIP Code	717	9		X	ZIP code for Coop/Condo owner's address. <u>Required if Apartment Contact Person is a “3” (coop/condo owner)</u> . Must be 5 or 9 digits. Left justify, do not zero fill, do not enter dashes.
14	Coop/Condo Owner Name Suffix	726	2	X		The suffix of the coop/condo owner name in effect on April 1 formatted according to the conventions described on page 8, item F. Left justify.
14	Coop/Condo Owner Email Address	728	50	X		Enter the coop/condo owner's email address if available. <u>Required if Apartment Contact Person is a “3” (coop/condo owner)</u> . Enter as shown.

Data Upload Instructions – 2010 to 2019 Annual Apartment Registration						
Item No.	Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Filler	778	20	X		
(none)	Registration Year	798	4		X	Enter the four digit registration year. Required.
(none)	Provider of service identifier	802	6	X		Provider created identifier. Required for RSA files, not required for other ORRA users. Data will not be stored in ORRA.
(none)	Filler	808	8	X		
(none)	Provider Code (DHCR)	816	5		X	DHCR assigned code which identifies each automated provider of service. Required, right justify, zero fill.
(none)	Filler	821	30	X		

Appendix A

Table of State Abbreviations

Alabama	AL	Louisiana	LA	Oklahoma	OK
Alaska	AK	Maine	ME	Oregon	OR
Arizona	AZ	Maryland	MD	Pennsylvania	PA
Arkansas	AR	Massachusetts	MA	Puerto Rico	PR
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Dist of Columbia	DC	Montana	MT	Texas	TX
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Hawaii	HI	New Hampshire	NH	Virginia	VA
Idaho	ID	New Jersey	NJ	Virgin Islands	VI
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS	North Dakota	ND	Wyoming	WY
Kentucky	KY	Ohio	OH		

Table of County Codes

NYC Counties	Code	Counties Outside NYC	Code
Bronx	60	Nassau	28
Kings or Brooklyn	61	Rockland	39
New York or Manhattan	62	Westchester	55
Queens	63		
Richmond or Staten Island	64		

Table of Municipality Codes

Nassau County	Code	Westchester County	Code	Rockland County	Code
North Hempstead	11	New Rochelle	21	Spring Valley	31
Floral Park	12	Yonkers	22	Haverstraw	32
Long Beach	13	Mamorneck (Village)	23		
Thomaston	14	Greenburgh	24		
Great Neck Plaza	15	Harrison	25		
Great Neck	16	Mt. Vernon	26		
Mineola	17	Larchmont	27		
Rockville Center	18	White Plains	28		
Cedarhurst	19	Tarrytown	29		
Freeport	51	Mamaroneck (Town)	30		
Lynbrook	52	Croton-On-Hudson	60		
Baxter Estates	53	Eastchester/Bronxville	61		
Flower Hill	54	Hasting-On-Hudson	62		
Russell Gardens	55	Mt. Kisco	63		
Glen Cove	57	Pleasantville	64		
Great Neck Estates	59	Port Chester	65		
Roslyn	91	Dobbs Ferry	66		
Hempstead	92	Irvington-On-Hudson	67		
		North Tarrytown	68		

Appendix A – Table of Street Suffix Abbreviations

Alley	ALY	Crescent	CRES	Green	GRN	Meadow	MDW	Ridges	RDGS	Valley	VLY
Annex	ANX	Crest	CRST	Greens	GRNS	Meadows	MDWS	River	RIV	Valleys	VLYS
Arcade	ARC	Crossing	XING	Grove	GRV	Mews	MEWS	Road	RD	Viaduct	VIA
Avenue	AVE	Crossroad	XRD	Groves	GRVS	Mill	ML	Roads	RDS	View	VW
Bayou	BYU	Crossroads	XRDS	Harbor	HRB	Mills	MLS	Route	RTE	Views	VWS
Beach	BCH	Curve	CURV	Harbors	HRBS	Mission	MSN	Row	ROW	Village	VLG
Bend	BND	Dale	DL	Haven	HVN	Motorway	MTWY	Rue	RUE	Villages	VLGS
Bluff	BLF	Dam	DM	Heights	HTS	Mount	MT	Run	RUN	Ville	VL
Bluffs	BLFS	Divide	DV	Highway	HWY	Mountain	MTN	Shoal	SHL	Vista	VIS
Bottom	BTM	Drive	DR	Hill	HL	Mountains	MTNS	Shoals	SHLS	Walk[s]	WALK
Boulevard	BLVD	Drives	DRS	Hills	HLS	Neck	NCK	Shore	SHR	Wall	WALL
Branch	BR	Estate	EST	Hollow	HOLW	Orchard	ORCH	Shores	SHRS	Way	WAY
Brook	BRK	Estates	ESTS	Inlet	INLT	Oval	OVAL	Skyway	SKWY	Ways	WAYS
Brooks	BRKS	Expressway	EXPY	Island	IS	Overpass	OPAS	Slip	SLIP	Well	WL
Burg	BG	Extension	EXT	Islands	ISS	Park(s)	PARK	Spring	SPG	Wells	WLS
Burgs	BGS	Extensions	EXTS	Isle	ISLE	Parkway(s)	PKWY	Springs	SPGS		
Bypass	BYP	Fall	FALL	Junction	JCT	Passage	PSGE	Spur[s]	SPUR		
Camp	CP	Falls	FLS	Junctions	JCTS	Path	PATH	Square	SQ		
Canyon	CYN	Ferry	FRY	Key	KY	Pike	PIKE	Squares	SQS		
Cape	CPE	Field	FLD	Keys	KYS	Pine	PNE	Station	STA		
Causeway	CSWY	Fields	FLDS	Knoll	KNL	Pines	PNES	Stravenue	STRA		
Center	CTR	Flat	FLT	Knolls	KNLS	Place	PL	Stream	STRM		
Centers	CTRS	Flats	FLTS	Lake	LK	Plain	PLN	Street	ST		
Circle	CIR	Ford	FRD	Lakes	LKS	Plains	PLNS	Streets	STS		
Circles	CIRS	Fords	FRDS	Land	LAND	Plaza	PLZ	Summit	SMT		
Cliff	CLF	Forest	FRST	Landing	LNDG	Point	PT	Terrace	TER		
Cliffs	CLFS	Forge	FRG	Lane	LN	Points	PTS	Throughway	TRWY		
Club	CLB	Forges	FRGS	Light	LGT	Port	PRT	Trace	TRCE		
Common	CMN	Fork	FRK	Lights	LGTS	Ports	PRTS	Track	TRAK		
Corner	COR	Forks	FRKS	Loaf	LF	Prairie	PR	Trafficway	TRFY		
Corners	CORS	Fort	FT	Lock	LCK	Radial	RADL	Trail	TRL		
Course	CRSE	Freeway	FWY	Locks	LCKS	Ramp	RAMP	Trailer	TRLR		
Court	CT	Garden	GDN	Lodge	LDG	Ranch	RNCH	Tunnel	TUNL		
Courts	CTS	Gardens	GDNS	Loop	LOOP	Rapid	RPD	Turnpike	TPKE		
Cove	CV	Gateway	GTWY	Mall	MALL	Rapids	RPDS	Underpass	UPAS		
Coves	CVS	Glen	GLN	Manor	MNR	Rest	RST	Union	UN		
Creek	CRK	Glens	GLNS	Manors	MNRS	Ridge	RDG	Unions	UNS		