



New York City Lease Rider and ETPA Standard Lease Addenda for Rent Stabilized Tenants

2 PAGES

These documents describe the rights and obligations of tenants and owners under the rent laws and regulations. They do not replace or modify the laws and regulations or any orders of the Division of Housing and Community Renewal (DHCR) or the New York City Rent Guidelines Board (NYCRGB).

They inform rent stabilized tenants signing a vacancy lease of the legal regulated rent in effect immediately prior to the vacancy, and explain how the present rent was computed. They also contain provisions that are required by the Rent Code Amendments of 2014 (RCA 2014), which are embodied in the New York City Rent Stabilization Code (RSC) and the Tenant Protection Regulations (TPR).

An owner must include a copy of a New York City Lease Rider or an ETPA Standard Lease Addenda with a tenant's vacancy lease and all renewal leases, personally or by mail and they must contain the following elements:

- The identity of the subject address and apartment.
- The signature of the tenant and owner, to be affixed at the offering and execution of the lease, respectively.
- Information on the rent paid by the previous tenant and a detailed summary of Individual Apartment Improvements (IAI) and related costs and rent increases which enable a

tenant to understand how the new legal regulated rent for the apartment was calculated. This section also includes a notification to the tenant of his or her right to request from the owner, detailed IAI supporting documentation (e.g., invoices, cancelled checks, etc.) at the time the lease is being offered or within 60 days after it is executed, by certified mail. The owner shall provide such documentation within 30 days of that request by certified mail or in person with a signed acknowledgement of receipt.

- A description of rights and duties of owners and tenants under the Rent Stabilization Law, RSC, TPR and other laws including information on Preferential Rents, Air Conditioner Surcharges and IAI notification requirements.

A tenant who is not served with a copy of the Rider/Addenda when signing a vacancy or renewal lease may file form RA-90/RA-90 ETPA "Tenant's Complaint of Owner's Failure to Renew Lease and/or Failure to Furnish a Copy of a Signed Lease." The failure to properly serve the Rider/Addenda or provide information as required by the Rider/Addenda may result in the complaint being treated as a specific overcharge complaint. DHCR may issue an order directing a refund of any payment inappropriately made plus all penalties otherwise due in an overcharge proceeding.

Copies of the Rider/Addenda are available for informational purposes only, in languages required by DHCR's Language Access Plan and can be viewed at www.hcr.ny.gov. However, the Rider/Addenda is only required to be offered and executed in English, at the issuance of a vacancy lease or renewal lease. The DHCR RTP-8 and DHCR RTP-8 ETPA Renewal Lease Forms are only required to be offered and executed in English.



➤ **Rent Connect:**
rent.hcr.ny.gov

✉ **Ask a question:**
portal.hcr.ny.gov/app/ask

🗣️ **For translation help:**
hcr.ny.gov/language-accessibility

➤ **Our website:**
hcr.ny.gov/rent

To visit a Borough Rent Office, by appointment only, please contact:

QUEENS

92-31 Union Hall Street
6th Floor
Jamaica, NY 11433
718-482-4041

BROOKLYN

55 Hanson Place
6th Floor
Brooklyn, NY 11217
718-722-4778

UPPER MANHATTAN

163 W. 125th Street
5th Floor
New York, NY 10027
212-961-8930

LOWER MANHATTAN

25 Beaver Street
New York, NY 10004
212-480-6238

BRONX

1 Fordham Plaza
4th Floor
Bronx, NY 10458
718-430-0880

WESTCHESTER

75 South Broadway
3rd Floor
White Plains, NY 10601
914-948-4434