

## **Third Party Annual Rent Registration Online Instructions**

**Third Party Owner Certification** - Third party Annual Rent Registration Online users must collect and keep on file an Owner Certification for each individual building being submitted per year. The certification must be on the third party letterhead and contain the wording below:

### **Owner Certification**

Registration Year:  
Building ID#:  
Building Address:

I have verified that all rent registration information submitted to (insert third party name here) is complete and accurate. I affirm that I am the owner, agent or corporate officer for this property and that I am maintaining all required services. I authorize (insert third party name here) to file all required registrations with DHCR and tenants. I will not hold (insert third party name here) responsible for any errors or omissions.

Authorized by:  
Print Name:

### **Third Party Certification to DHCR**

Third party ARRO users must provide certification to DHCR each year stating they have received the owner certification and are maintaining this documentation on file for each individual building being submitted per year.

The Third Party Certification must be on the third party letterhead and contain the signature of the person responsible for maintaining the ARRO database and owner certifications.

The Third Party Certification must contain the list of each building ID number and address being submitted through ARRO.

The Third Party Certification must contain an original signature and be mailed to:

NYS DHCR - Rent Registration Unit  
Gertz Plaza  
92-31 Union Hall Street  
Jamaica, NY 11433

The certification must contain the following wording:

### **Third Party Certification**

I certify for each building submitted that (insert third party name here) received a certification from the owner, agent or corporate officer for the property, verifying the correctness of the registration information provided, verifying that services are maintained as provided by law, authorizing third party to file the information with DHCR and to serve copies to the tenants of the subject apartments and to provide a copy of the certification to DHCR upon request.

Registration Year:  
Building ID#:  
Building Address:

Signature:  
Print name: