



New York State
Division of Housing and Community Renewal
Office of Rent Administration

*City Rent and Eviction Regulations
New York City Rent Stabilization Code*

Revised Operational Bulletin 90-1 (June 10, 1992)

***Requiring Owners to Submit Sufficient Copies of Designated
Applications to the DHCR to Enable the Division to Serve
All Affected Tenants with Copies of Such Applications***

*This Revised Operational Bulletin is issued pursuant to:
City Rent and Eviction Regulations - Section 2209.8
Rent Stabilization Code -Section 2527.11*

Pursuant to Operational Bulletin 90-1, effective August 1, 1990, owners are required to submit a sufficient number of copies of the following applications, as well as *Major Capital Improvement (MCI) Rent Increase Applications*, upon filing thereof with the Office of Rent Administration (ORA), to enable ORA to serve each affected tenant:

Building-Wide Increase, Decrease, or Substitution of Services
Building-Wide Restoration of Rent
Owner's Petition for Administrative Review (PAR) (of orders affecting multiple tenants)

Owners are also required to submit a 4"x 1" self-sticking mailing label addressed to each affected tenant, which must be 4" wide and 1" high, to accommodate DHCR's window envelopes. See sample label reproduced below.

Mr. John Doe
Tenant / Apt. 0
00-000 0 Street
Jamaica, NY 00000

Because MCI servicing is now automated and the pertinent information from the owner's application is included in the computer generated notices which are mailed to tenants, the requirement that owners submit extra copies of MCI applications and mailing labels is no longer necessary and is therefore discontinued. The owner is still required to submit an original and one copy of the application with all supporting documentation.

The provisions of Operational Bulletin 90-1 with regard to the other types of applications listed above remain in effect.

Joseph A. D'Agosta
*Acting Deputy Commissioner
for Rent Administration*

This document is being reissued for informational purposes only.

The original document which contains signatures of authorization is on file at DHCR's Office of Rent Administration.