



State of New York  
**Division of Housing and Community Renewal**  
 Office of Rent Administration  
 Web Site: www.nysher.org

Gertz Plaza  
 92-31 Union Hall Street  
 Jamaica, NY 11433  
 (718) 739-6400

**Docket Number:**

**Tenant Affirmation of Non-Compliance**

**Mailing Address of Tenant:**

**Mailing Address of Owner/Managing Agent:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Number/Street: \_\_\_\_\_ Apt. No.: \_\_\_\_\_ Number/Street: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone No. (If None, put None): \_\_\_\_\_ Telephone No. (If None, put None): \_\_\_\_\_

Subject Building (if different from tenant's mailing address):

Number and Street

Apartment Number

City, State, Zip Code

**Instructions to Tenant:**

You may file this form to request compliance proceedings be initiated if the owner has failed to comply with an order within thirty (30) days after the issue date of the Order.

To request the initiation of compliance proceedings, you should:

1. Wait thirty (30) days after the Order is issued;
2. Complete this Affirmation of Non-Compliance form;
3. Attach a complete copy of the Order that has not been complied with; and
4. Mail this form at least thirty (30) days after the issue date of the Order. **Please attach a copy of the Order.**

**DO NOT use this form to complain about conditions which are not listed on the Order. A new complaint form must be filed for those conditions not listed on the Order.**

**Affirmation**

I, \_\_\_\_\_, hereby affirm that the Owner has not complied with the Order issued on \_\_\_\_\_

(Print Name)

\_\_\_\_\_ by the Rent Administrator. The owner has failed to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All other conditions cited on the Order which are not listed above have been corrected.

/ /

Date

Signature of Tenant