

FACT SHEET



Andrew M. Cuomo, Governor

A PUBLICATION OF NEW YORK STATE
DIVISION OF HOUSING AND COMMUNITY RENEWAL
OFFICE OF RENT ADMINISTRATION

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

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 as well as vacancy and longevity allowances 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, High Rent Vacancy Deregulation 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.nyshcr.org. 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.

For more information or assistance, you may visit your Borough Rent Office.

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

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25 Beaver Street
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