

FACT SHEET



Andrew M. Cuomo, Governor

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

#19 Small Building Owners' Assistance Unit

The New York State Division of Housing and Community Renewal (DHCR) established the Small Building Owners' Assistance Unit to provide special assistance to owners of rent regulated buildings with a total of 50 units or less.

DHCR's Small Building Owners' Assistance Unit has an office at 92-31 Union Hall Street, 6th Floor, Jamaica, Queens, and offers its services at the Borough and District Rent Offices. The Unit provides small building owners with information and assists them with:

- * Rent Registration
- * Preparation of forms for allowable rent increases;
- * Lease renewal procedures;
- * Applications for major capital improvement rent increases (MCI);
- * Applications for hardship rent increases;
- * Responses to tenant complaints; and
- * Preparation of Petitions for Administrative Review (PARs) of Rent Administrator's orders.

Owners who need technical assistance and computer access in using DHCR's online rent registration system (ARRO) and other online form filings, such as MBR, Fuel Cost Adjustment, Owner Restoration Application, Owner's Report of Vacancy Decontrol and Petition by Owner for High Income Rent Deregulation can make an appointment at any of the offices listed below.

For more information or assistance visit your Borough or District Rent Office.

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

Lower Manhattan
25 Beaver Street
New York, NY 10004

Brooklyn
55 Hanson Place
6th Floor
Brooklyn, NY 11217

Bronx
1 Fordham Plaza
4th Floor
Bronx, NY 10458

Upper Manhattan
163 W. 125th Street
5th Floor
New York, NY 10027

Westchester County
75 South Broadway
3rd Floor
White Plains, NY 10601