

2020 Annual Rent Registration Online (ARRO) Update

1. NEW INDIVIDUAL APARTMENT IMPROVEMENT NOTIFICATION APPLICATION

- On February 3, 2020, HCR’s Office of Rent Administration released its new online service within the [Owner Rent Regulation Applications system \(ORRA\)](#) for building owners to report information, required by law, concerning Individual Apartment Improvements (IAIs) for apartments subject to Rent Stabilization or Rent Control.
- The Housing Stability and Tenant Protection Act (HSTPA) of 2019 required HCR to develop a Notification Form to be filed with HCR by building owners for all IAIs made in vacant and occupied apartments. The filing of the Notification Form needs to be accompanied by Before and After photographs of the subject improvement(s), which will be filed as part of the apartment’s rent registration record. If the IAI was made in an occupied apartment, an accompanying signed Tenants Informed Consent Form must also be filed. For more information, see [Operational Bulletin 2016-1](#).

2. 2020 ANNUAL REGISTRATION - DATA ENTRY CAN BEGIN ON THE WEEK OF MARCH 16, 2020

Annual Registrations must reflect the status of the buildings and apartments on **April 1, 2020**. Registrations may be submitted no earlier than April 1, 2020 and should be submitted no later than **July 31, 2020**.

- ARRO 2020 has been updated to reflect requirements of The Housing Stability and Tenant Protection Act (HSTPA) of 2019. For detailed information see the revised ARRO Application Instructions.

The updates are summarized as follows:

ARRO Location	Topic	Update
Building Detail, Status/Financing Tab	Coop/Condo	<ul style="list-style-type: none"> Evict Coop/Condo Date cannot be 6/14/2019 or later.
	421-a	<ul style="list-style-type: none"> Instead of a single ‘421-a’ selection, there are two separate selections, one for ‘421-a (1 to 15)’ and one for ‘421-a (16)’, both of which require entries for the number of 421-a Income Restricted and Market Rate units.
Apartment Detail, Tenants Tab	Not-For-Profit Homeless Unit	<ul style="list-style-type: none"> New fields created to identify a unit as a Not-For-Profit Homeless Unit and to name the Not-For-Profit Homeless Unit Service Provider.
Apartment Detail, Exempt Status Tab	Temporary Exemption	<ul style="list-style-type: none"> Instead of a single ‘Owner Occupied/Employee’ selection, there are two separate selections, one for ‘Owner Occupied’ and one for ‘Employee’. The Not-For-Profit TE reason is now named ‘Not-For-Profit (Non-Homeless) Unit’.

Apartment Detail, Exempt Status Tab	Temporary Exemption	<ul style="list-style-type: none"> Commercial/Professional units, whether with or without a c/o, are to be registered with the TE status 'Commercial/Professional'.
	Permanent Exemption	<ul style="list-style-type: none"> PE Effective Dates 6/14/2019 and later cannot be entered for reasons 'High Rent Vacancy' and 'High Rent / High Income'. PE reason 'Commercial/Profession Exemption (with c/o)' is deleted.
Apartment Detail, Rent/Change Tab	Rent	<ul style="list-style-type: none"> Rent information can be entered for TE Units.* Advisory Note added: 'Effective June 14, 2019, tenants that are paying a preferential rent retain the preferential rent for the life of the tenancy and it is subject to all lawful rent increases.' Item name '421-A' for reason for Rent Change updated to '421-A surcharge (2.2%).'
Apartment Detail, Individual Apartment Improvements Tab	Individual Apartment Improvements	<ul style="list-style-type: none"> The tab 'Rent Changes without DHCR Order' is now the 'Individual Apartment Improvements' section with newly created and modified items for the report of the submission of IAI Notifications and Informed Consents to DHCR and IAI Total Cost.

3. 2020 ANNUAL REGISTRATION AND NYC LOCAL LAW 113

- ARRO 2020 has a new reporting feature RAI, Registered Apartment Information. Once you have submitted your 2020 registration, you will be able to access this report, located in Forms & Reports.
- The report has been created to enable you to independently print apartment rent histories for all of your apartments to comply with the requirements of NYC Local law 113.
- As previously reported, DHCR staff will not be processing requests to generate these at Borough Rent Offices or through its Records Access Unit or email addresses.

4. HELPFUL HINTS AND REMINDERS:

- If you do not remember your User ID or Password, please select the appropriate link on the [NYS Homes & Community Renewal - Single Signon](#) page.

- Before filing your 2020 registrations, review your ARRO Building List for prior years for unsubmitted buildings, which will show the status of “In Progress”. Your registration is not complete until you submit and complete the Affidavit and Certification for each building. For guidance, see **Item F** of the ARRO Application Instructions or **#31** of the [ARRO FAQ’s](#). Owners should review both of these resources and visit the [Rent Registration webpage](#) for answers to many Annual Registration questions.
- Amendments and Add-On apartments are **not submitted** in ARRO. Refer to documents [Restrictions and Directions Filing Amended Registrations](#) and [Directions on Filing “Add-Ons” To A Previously Filed Registration](#).
- If after the registration has been submitted, you later wish to report a change in ownership or address, do **not** resubmit the registration. Instead, file [DHCR Form RA-44](#).
- For Registration Years **2019 and prior**, if you are registering a **421-a(1-15)** NYC Tax Benefits building and have owner or employee occupied units, do **not** select the “Owner Occupied/Employee” box for those units. Instead, type “Owner” or “Employee” as the Tenant name and register the Legal Regulated Rent. However, for Registration Years **2020 and forward**, refer to the Rent topic item marked with an asterisk (*) in the updates chart above.

Need Assistance

Owners who want to file online at one of our offices, click [here](#).

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