

Instructions to Owner: To notify tenant of rent adjustment, complete and sign Part A of this form in an original and three copies for each affected tenant in the subject premises. Submit by certified mail or personal delivery original and one copy to each tenant and one copy to the DHCR local office having jurisdiction over the property in question. Delivery to all concerned parties must be made at least sixty days prior to the rent payment date on which the rent adjustment takes effect. Retain the last copy of this Notice for your records. **Please note that if the tenant returns this Notice to you within seven days of the date of initial service with questions or objections indicated in Part B below, you must respond to the tenant's questions within seven days. Failure to do so may subject this Notice to cancellation by DHCR.**

Instructions to Tenant: After reading Part A on the reverse side, review, sign, and complete the appropriate section of Part B below (using the original and one copy of this form). Return the **copy** to owner by certified mail or personal delivery, **within seven days of your receipt of Notice.** Indicate in Part B if you question or object to the rent adjustment. The owner **must** reply, in writing, within seven days from the date he/she received your response. If the owner's reply is not satisfactory, or if it does not arrive within seven days, complete and sign Part C of this Original Notice and submit it to the nearest DHCR office for action.

General Instructions: The average of the previous five rent stabilized guidelines board adjustments for two-year renewal leases was:

Westchester County: 1.55% or 1.35% (if tenant paid heat or hot water in the past 5 years)

Nassau County: 1.10%

These rates went into effect on October 1, 2020 and remain in effect through September 30, 2021.

Part B

Tenant Response to Owner

- I acknowledge receipt of this Notice. The Maximum Rent, as adjusted by this Notice, will be paid on the next rent payment date following sixty days from the date Notice was mailed or delivered to me (see Part A.)
- I acknowledge receipt of this Notice but I question or object to the rent adjustment because:

Date of Mailing or Delivery

Signature of Tenant

Part C

Tenant Complaint to New York State Division of Housing and Community Renewal

I have read this Notice from the owner and served him/her with the objections or questions noted in Part B above.

- I am not in agreement with the owner's reply.
- I have received no reply, to date.

(Tenant: Please attach a more detailed statement of your question(s) or objection(s), with copies of any supporting documents, if you believe these will help you state your case.)

Date of Mailing or Delivery

Signature of Tenant