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 assistance can receive it over the phone or by scheduling a required appointment at any of the offices listed below.

To visit a Borough Rent Office, by appointment only, please contact:

- **QUEENS**
  - 92-31 Union Hall Street
  - 6th Floor
  - Jamaica, NY 11433
  - 718-482-4041

- **UPPER MANHATTAN**
  - 163 W. 125th Street
  - 5th Floor
  - New York, NY 10027
  - 212-961-8930

- **LOWER MANHATTAN**
  - 25 Beaver Street
  - New York, NY 10004
  - 212-480-6238

- **BRONX**
  - 1 Fordham Plaza
  - 4th Floor
  - Bronx, NY 10458
  - 718-430-0880

- **WESTCHESTER**
  - 75 South Broadway
  - 3rd Floor
  - White Plains, NY 10601
  - 914-948-4434

Rent Connect: rent.hcr.ny.gov

Ask a question: portal.hcr.ny.gov/app/ask

For translation help: hcr.ny.gov/language-accessibility

Our website: hcr.ny.gov/rent