



New York State
Division of Housing and Community Renewal
Office of Rent Administration

Advisory Opinion 2020-9 (November 20, 2020)

***Notification and Requests to the New York State Division of Housing and Community Renewal (DHCR)
regarding Owners filing a Plan/Work Application (FORM PW1)
with the New York City Department of Buildings (DOB)***

This Advisory Opinion is being issued pursuant to section 2209.8 of the City Rent and Eviction Regulations (City Rent Regs) and section 2527.11 of the Rent Stabilization Code (RSC).

Notification Requirements

Owners are required to file DHCR form RC-50 if they are altering (Alteration Type 1) or demolishing occupied housing accommodations that contain one or more rent controlled apartments. The RC-50 form is required to be filed with DHCR prior to the submission of form PW1 with DOB and only if the subject building contains one or more occupied rent controlled apartments and the proposed work might affect the tenant. This form must also be served to the tenant of each rent controlled apartment who might be affected by the proposed work. The RC-50 form is available on DHCR's website at: hcr.ny.gov/tenant-owner-forms. This form is not required to be filed if the subject building contains only occupied rent stabilized apartments.

Additional information regarding demolition of the building can be found under DHCR Fact Sheet #11 available at: hcr.ny.gov/fact-sheets.

Building Verification Requests

Owners are required to notify DOB if the building contains occupied housing accommodations when filing form PW1. Owners may access their buildings rent registrations on file with DHCR via the "Annual Rent Registration Online" (ARRO) application at hcr.ny.gov/rent-registration and printing a copy of the Building Summary and/or rent roll for verification purposes.

Woody Pascal
Deputy Commissioner for Rent Administration

This document is being issued for informational purposes only.

The original document which contains signatures of authorization is on file at DHCR's Office of Rent Administration.