



**Supplement to Application for a Rent Reduction Based Upon Decreased Building-Wide Service(s)
Laundry, Doorman, Security, Storage and/or Playgrounds**

Subject Building: _____

Instructions to Tenant: If your building-wide complaint form includes any of the services listed above, this form must be completed and **attached to** the complaint. The purpose of this form is for DHCR to obtain very specific information regarding the services about which you are complaining. Specific information is essential in order for DHCR to rule on your application.

For each issue, **give any and all information relevant to your complaint**, and attach any documentary evidence you may have.

Laundry Service:

How many washing machines were provided by the owner? _____

When were they provided? _____

How many washing machines are provided now? _____

How many dryers were provided by the owner? _____

When were they provided? _____

How many dryers are provided now? _____

How many laundry rooms were there? _____

How many laundry rooms are there now? _____

During what hours was the laundry room open? _____

During what hours is the laundry room open now? _____

Where are the rooms located? _____

Are they used by tenants from more than one building? _____

When did the alleged changes in service occur? _____

Additional information/comments: _____

Doorman:

How many hours per day was doorman service provided? _____

During what hours was there doorman service? _____

How many days per week, and what days? _____

What doorman service is provided now? _____

When did the alleged changes in service occur? _____

Additional information/comments: _____

Security:

What kind of security was provided? _____

How many days per week, and how many hours per day, was it provided? _____
When was it provided? _____
What kind of security is provided now? _____
How many days per week, and how many hours per day, is it provided now? _____
In what way was the security changed? _____

When did the alleged changes in service occur? _____
Additional information/comments: _____

Playgrounds:

How many playgrounds were provided? _____
Where were they located? Give specific addresses: _____

What equipment was provided? _____
How many playgrounds are there now? _____
Where are they located? Give specific addresses: _____

What equipment is provided now? _____
What is the condition of the playgrounds? _____
When did the alleged changes occur? _____
Additional information/comments: _____

Storage:

What kind of storage space was provided? _____
Were formal bins for storage provided? _____
Do tenants' leases contain a rider regarding storage? _____ (If yes, please attach copies).
What kind of storage is provided now? _____
When did the alleged change occur? _____
Additional information/comments: _____

