



State of New York  
**Division of Housing and Community Renewal**  
Office of Rent Administration  
Web Site: [www.hcr.ny.gov](http://www.hcr.ny.gov)

Gertz Plaza  
92-31 Union Hall Street  
Jamaica, NY 11433

**Docket Number:**

**Tenant's Complaint of Owner's Failure to Renew Lease and/or  
Failure to Furnish a Copy of a Signed Lease**

**Instructions to Tenant:** Please type or print clearly all information requested on both sides of this form and attach the evidence requested below. Mail or deliver the original plus one copy of the signed form, and one copy of all attachments, to the Rent Office shown above. Keep one copy for your records.

**Note:** Pursuant to the Tenant Protection Regulations, an owner is required to offer a tenant in writing the option of a one or two-year renewal lease not more than 120 days and not less than 90 days prior to the end of the tenant's prior lease term. The tenant must be afforded 60 days to renew the lease and select a one or two-year term. Furthermore, an owner must furnish to a tenant a copy of a fully executed new or renewal lease bearing the signatures of the owner and the tenant and the beginning and ending dates of the lease term, within 30 days from the owner's receipt of the lease signed by the tenant.

**Part I - General Information**

**1. Mailing Address of Tenant:** (Please print or type)

Name: \_\_\_\_\_

Number/Street: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Telephone Number: Bus. \_\_\_\_\_

Res. \_\_\_\_\_

**2. Mailing Address of Owner/Agent:** (Please print or type)

Name: \_\_\_\_\_

Number/Street: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(a) Subject Building (if different from tenant's mailing address):

Number and Street

Apartment Number

City, State, Zip Code

(b) I have Scerie or DRIE  Yes  No

(c) Section 8 Program:  None  U.S Dept of Housing and Urban Development  Housing Choice Voucher

**Part II - Rental History**

3. Terms of apartment rental: Complete either (a) or (b) **and** both (c) and (d)

(a) I moved into this apartment on \_\_\_\_/\_\_\_\_/\_\_\_\_ under a written lease of \_\_\_\_\_ years, commencing on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ and expiring on \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$ \_\_\_\_\_ per month.

(b) I moved into this apartment on \_\_\_\_/\_\_\_\_/\_\_\_\_ without a written lease at an initial rent of \$ \_\_\_\_\_ per month.

(c) The last lease I received for this apartment was for a period of \_\_\_\_\_ years, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and  
expiring on \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$ \_\_\_\_\_ per month.

(d) I  am/  am not up to date with my rental payments.

**Part III - Nature of Complaint**

(Check applicable boxes. If you have additional comments on questions 4-8, please attach additional sheets.)

- 4. The owner refuses to give me a renewal lease.
- 5. The owner refuses to give me a lease for \_\_\_\_\_ years as I requested. The owner offered a lease for \_\_\_\_\_ years.
- 6. The owner refuses to offer me a renewal lease on the same terms and conditions as were contained in my expiring lease. The owner has made changes in the new lease. (Identify the clauses in the expiring and new leases below.)
- 7. The owner failed to furnish me with a signed copy of my new or renewal lease.
- 8. The owner refuses to add my spouse's name on the renewal lease.
- 9. The complaints contained in this application were brought to the attention of the owner or his/her agent:
  - In person       By phone       By letter or other written notice

**Part IV - Evidence**

The following evidence must be submitted to support your complaint;

- 1. A photocopy of your initial lease for the apartment.
- 2. A photocopy of the current or last lease for your apartment.
- 3. Proof of payment of rent for the last six (6) months immediately preceding the filing of this complaint.
- 4. If you are seeking the addition of your spouse as a tenant named on the renewal lease, please submit a photocopy of your Marriage Certificate, together with evidence that your spouse is residing in the apartment and that you asked the owner to add your spouse's name on the lease.
- 5. Any other relevant evidence to support your complaint.

Complete this section if you have additional comments on questions 4-8 in Part III:

I have read the above statements and I affirm, under the penalties provided by law, that the contents are true to my own knowledge. It is not necessary that the above be sworn to, but false statements may subject me to the penalties provided by law.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

**Be sure to date and sign this form**