



INITIAL APARTMENT REGISTRATION

Note: All information entered on this form must be valid for the date this apartment became subject to Rent Stabilization (this is the date entered in Item 1)

1. Date apartment became subject to Rent Stabilization _____ / _____ / _____ <small>Month Day Year</small>	2. Date of this Initial Registration _____ / _____ / _____ <small>Month Day Year</small>	14. Legal Regulated Rent on Date in Item 1 \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Week						
3. Building ID Number <input type="checkbox"/> MDR <input type="checkbox"/> ETPA <input type="checkbox"/> Hotel		15a. Actual Rent Paid on Date in Item 1 (enter only if different than Legal Regulated Rent in item 14 above) \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Week 15b. Reason for difference: <input type="checkbox"/> Other/Regulatory Agreement (specify and attach): _____						
4. Street Address _____		16a. Reason for Initial Apartment Registration (check one) <input type="checkbox"/> New Construction (Ex: 421-a) <input type="checkbox"/> Major Rehabilitation (Ex: J-51) <input type="checkbox"/> Apartment Previously under Mitchell-Lama <input type="checkbox"/> Apartment Previously Rent Controlled \$ _____ Rent \$ _____ MCR \$ _____ MBR Date Rent Controlled tenant vacated _____ / _____ / _____ <small>Month Day Year</small> <input type="checkbox"/> Other/Regulatory Agreement (specify and attach) _____						
5. City, Town or Village NY	6. Zip Code _____							
7. County _____	8. Apartment Number _____	9. Total # of Rooms in Apt. _____						
10. Tenant Name(s) <table style="width:100%; border: none;"> <tr> <td style="width:33%; text-align: center;">Last</td> <td style="width:33%; text-align: center;">First</td> <td style="width:33%; text-align: center;">M.I.</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table> <p>Note: Identify a temporary exemption by writing one of the following: Owner Occupied, Employee, Not For Profit, Commercial/Professional</p>			Last	First	M.I.			
Last	First	M.I.						
11. Lease Dates in effect on Date in Item 1 above Began on _____ / _____ / _____ Expires on _____ / _____ / _____ <small>Month Day Year Month Day Year</small>								
12. Equipment and Services included in the rent (check as many as apply) <input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> Blinds/Shades <input type="checkbox"/> Furniture <input type="checkbox"/> Maid Service <input type="checkbox"/> Linen Service <input type="checkbox"/> Room A/C (No. of units) _____ <input type="checkbox"/> Other (specify): _____ (ex: garage, washer, dryer, microwave)								
13. Equipment and services for which a separate charge is collected by owner (check as many as apply) <input type="checkbox"/> Electricity/A/C <input type="checkbox"/> Furniture <input type="checkbox"/> Recreational Facilities <input type="checkbox"/> Other (specify): _____ (ex: cable TV, City/FHEPS utility payment) \$ Amount Total _____ <hr/> <input type="checkbox"/> Garage/Parking \$ _____ per month each car Separate Lease From _____ / _____ / _____ To _____ / _____ / _____ <small>Month Day Year Month Day Year</small>								
16b. Initial Apartment Registration Status <input type="checkbox"/> Stabilized/ETPA (includes vacant and temporarily exempt) <input type="checkbox"/> 421-a Market Rate Unit <input type="checkbox"/> 421-a Income Restricted Unit _____ % Area Median Income This 421-a Income Restricted Unit is reserved for individuals or families whose incomes at the time of initial occupancy do not exceed the above % of the area median incomes, as adjusted for family size. OR <input type="checkbox"/> Permanently Exempt (if exempt box is checked, one reason MUST be selected below): <input type="checkbox"/> Coop/Condo Occupied by Owner or Non-Protected Tenant <input type="checkbox"/> High Rent Vacancy Deregulation (421-a (16)) <input type="checkbox"/> Regulatory Agreement/Statutory Provision Note: Temporary Exemption to be noted in Item 10.		17. Owner/Managing Agent (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Managing Agent <input type="checkbox"/> Coop/Condo Owner LAST NAME: _____ FIRST NAME _____ M.I. _____ STREET ADDRESS _____ APARTMENT/ROOM NUMBER _____ CITY, TOWN OR VILLAGE _____ STATE _____ ZIP CODE _____						
17. Owner/Managing Agent (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Managing Agent <input type="checkbox"/> Coop/Condo Owner LAST NAME: _____ FIRST NAME _____ M.I. _____ STREET ADDRESS _____ APARTMENT/ROOM NUMBER _____ CITY, TOWN OR VILLAGE _____ STATE _____ ZIP CODE _____								

NOTE:
 If unit is coop/condo, enter information for unit owner. In all other cases, enter information for building owner or building managing agent.

Important Notice to the Tenant

Owners of buildings subject to rent regulation are required by law to file initial registration forms with DHCR. Owners are also required to serve each tenant with a copy of the apartment registration form for their apartment, that was filed with DHCR.

Tenants in apartments that are registered as Rent Stabilized have rights including but not limited to rent increase limitations, lease renewals and maintenance of services. Some of these apartments/buildings may be subject to certain tax benefits and regulatory agreements that may affect the rents that can be charged. Please check the terms of your lease and all related attachments provided by the owner.

Tenants have the right to challenge the initial registered rent with DHCR within 90 days of the postmark date on the envelope mailed to you enclosing the Initial Apartment registration.

The Rent Overcharge complaint form (RA-89) can be used by all tenants, including those tenants in apartments formerly subject to Rent Control and tenants in apartments in municipalities outside of New York City that have recently adopted ETPA.

The following list contains information DHCR frequently distributes to tenants. These and additional forms and information are available on our website at www.hcr.ny.gov.

1. Fair Market Rent Appeal (Fact Sheet #6)
2. Lease Rider (Form RA-LR1)
3. Decrease of Service (Fact Sheet #14)
4. Guide to Rent Increases (Fact Sheet #26)
5. Security Deposits (Fact Sheet #9)
6. Succession Rights (Fact Sheet #30)
7. Lease Renewals (Fact Sheet #4)
8. Tax Abatements (Fact Sheet #41)

Notificación Importante al Inquilino

Propietarios de edificios sujetos a la regulación de alquileres son requeridos por ley a registrar los formularios de registración inicial con la DHCR. Propietarios también están requeridos a entregar a cada inquilino con una copia del formulario de la registración de su apartamento, el cual fue registrado con DHCR.

Inquilinos en apartamentos que están registrados como Renta Estabilizada tienen derechos incluyendo, pero no limitado a aumentos limitados a la renta, renovaciones de contrato y mantenimiento de servicios. Algunos de estos apartamentos/edificios pueden estar sujetos a ciertos beneficios de impuestos y contratos reguladores que pueden afectar las rentas que pueden ser cobradas. Por favor revise los términos de su contrato y todos los archivos adjuntos proveídos por el propietario.

Inquilinos tienen el derecho de impugnar la renta inicial registrada con DHCR dentro de 90 días de la fecha timbrada en el sobre enviada a usted adjuntando la registración del Apartamento Inicial.

El formulario de queja de Sobrecargo de Renta (RA-89) puede ser utilizada por todos los inquilinos, incluyendo aquellos inquilinos en apartamentos que previamente fueron sujetos a Renta Controlada y por inquilinos en apartamentos en municipalidades fuera de la ciudad de Nueva York que recientemente adoptaron el ETPA.

La siguiente lista contiene información que DHCR distribuye frecuentemente a inquilinos. Éstos y formularios e información adicionales están disponibles en nuestro sitio portal www.hcr.ny.gov.

1. Reclamo de Alquiler de Mercado Justo (Hoja Informativa #6)
2. Cláusula Adicional de Arrendamiento (Formulario RA-LR1)
3. Diminución de Servicio (Hoja Informativa #14)
4. Guía de Aumento de Alquileres (Hoja Informativa #26)
5. Depósitos de Seguridad (Hoja Informativa #9)
6. Derechos de Sucesión (Hoja Informativa #30)
7. Renovaciones de Contrato (Hoja Informativa #4)
8. Descuento de Impuestos (Hoja Informativa #41)