DIRECTIONS ON FILING "ADD-ONS" TO A PREVIOUSLY FILED REGISTRATION

Use one of the following two options to ADD an apartment to previously filed Registration information if you forgot to include the apartment with the original online submission.

Option 1 *(applies to Initial and Annual Registrations)*

1. MANUALLY complete a blank Annual Apartment Registration form along with an Annual Registration Summary for the year in question. To request blank forms, email PSU@nyshcr.org and specify the registration year(s).
2. Write the word ADD-ON on top of the form.
3. Send the form to the Registration Unit at DHCR, Rent Registration Unit, Gertz Plaza 92-31 Union Hall Street, Jamaica NY 11433.
4. Supply a copy of the form to the tenant.

Option 2 *(applies to Annual Registrations only)*

1. Log on ARRO and ADD the apartment to the Annual Rent Registration Online system.
2. Select FORMS and REPORTS on the top right of the ARRO screen.
3. Print the Apartment form along with the certified Building Summary form.
4. Follow steps 2 to 4 above.

NOTE: Apartments added-on to a previously submitted building will also need to be added-on to the next year's submission. For your database to be populated with the additional apartment, it must be submitted through ARRO .

If you are submitting "Add-Ons" based on a government directive (ex. HPD, DHCR, Court), you must attach a copy of the government directive. The Registration Unit will review "Add-Ons" and attached government directives and process those changes that are directed.

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