

Addendum to the Instructions for Filing Initial Rent Registration Regulatory Agreements

If the information being provided in the initial registration is being established in whole or in part by a municipal regulatory agreement and/or Tax Benefit Program, copies of relevant pages including established rents need to be submitted along with an explanatory cover letter and the required registration forms.

For these registrations, complete the forms following the special instructions below.

Initial Apartment Registration Form – RR-1(i)

Item 15a - Actual Rent Paid on Date in Item 1

There may be situations where pursuant to government Regulatory Agreement, the registration of more than one rent is required. If you are in possession of such an agreement, enter the actual rent paid, which may be lower than the Legal Rent.

Please note, in situations where the tenant may be receiving a government subsidy (ex. Section 8) that reduces their out-of-pocket payment, please do not enter the out-of-pocket payment in this field. Enter the actual rent paid (sum of out-of-pocket and subsidy) only.

Please note, the inclusion of a lower rent will not be recognized by DHCR unless required by a government Regulatory Agreement.

Item 15b - Reason for Difference

If you have a government Regulatory Agreement requiring you to register more than one rent, then place an "X" in the box marked "**Other**" and in the space provided, enter a brief name of the agreement.

Item 16a - Reason for Initial Apartment Registration

For apartments being registered pursuant to a government Regulatory Agreement, place an "X" in the box "**Other**" and enter the name of the agreement.

Initial Registration Summary Form – RR-2(i)

Item 19 - Building Status/Description/Financing Programs

For buildings being registered pursuant to a government Regulatory Agreement, enter a brief name of the agreement under "**Other**".