



State of New York  
**Division of Housing and Community Renewal**  
 Office of Rent Administration  
 Web Site: www.hcr.ny.gov

Enforcement Unit  
 Gertz Plaza  
 92-31 Union Hall Street  
 Jamaica, New York 11433

**Docket Number:**

**Tenant's Statement of Complaint(s) - Harassment**

**Filing Instructions:** Complete an original and two copies of this complaint and include a copy of any attachments to **each** copy. File the original, two copies and any accompanying documents at the address indicated above by personal delivery or mail. **Failure to follow this procedure or include all required information may result in the rejection of this application.** See Part II for definitions of harassment.

**Part 1 (Must be filled in completely in every case)**

Mailing Address of Tenant:

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

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Residence) \_\_\_\_\_ (Business)

Email Address: \_\_\_\_\_

Mailing Address of Owner:

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

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Residence) \_\_\_\_\_ (Business)

Email Address: \_\_\_\_\_

Name and Mailing Address of Managing Agent (if different from above):

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

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

City, State, Zip: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Address of Building (if different from above):

\_\_\_\_\_

Number/Street

City, State, Zip Code

(Complete this box in all cases)

Number of

Rooms

Occupants

(Insert an address where you can be reached if you leave your present address)

Apt. No. & Location (as "no. 3, second floor front", etc.)

Are you a SRO (Single Room Occupancy) tenant? Yes  No

Are you or were you an employee of the owner? Yes  No

**Complete if your unit is in a co-op or condo:** (write name and address of each listed below)

Unit Owner/Proprietary Lessee: \_\_\_\_\_

To Whom do you pay Rent: \_\_\_\_\_

Managing Agent for Rental Units: \_\_\_\_\_

Managing Agent for Co-op/Condo Units: \_\_\_\_\_

President or Chairman of Co-op/Condo: \_\_\_\_\_

### Part II - Definition of Harassment

It shall be unlawful for any owner or any person acting on his or her behalf, directly, or indirectly, to engage in any course of conduct (including, but not limited to, interruption or discontinuance of required services, or unwarranted or baseless court proceedings) which interferes with, or disturbs, or is intended to interfere with or disturb the privacy, comfort, peace, repose or quiet enjoyment of the tenant in his or her use or occupancy of the housing accommodations, or is intended to cause the tenant to vacate such housing accommodation or waive any right afforded under the Rent Regulatory Laws. False filings with this agency may also be found to constitute harassment.

There must be a willful interruption in services or a continuing course of conduct, as distinguished from an isolated incident.

Persons using this form may be summoned to testify under oath in court or before this agency in connection with criminal or civil action initiated on the basis of the statements contained herein. Painting complaints, other service complaints, and complaints of violations such as overcharges, bonus payments, furniture tie-in sales, security deposits, lease renewals, etc., should not be filed on this form, but on other appropriate forms which may be obtained at your local Borough or District Rent Office.

**Penalties for Proven Violations:** Owners found guilty of harassment are subject to fines imposed by the Commissioner of not less than \$3,000 nor more than \$11,000 for each offense. The Division of Housing and Community Renewal (DHCR) will permit no future rent increases once there has been a finding of harassment, until such finding is lifted by DHCR order. In addition, DHCR may refer harassment violations to the District Attorney. Any owner found guilty of harassment under the rent laws may be referred to the District Attorney's office where, after a criminal prosecution, an owner may be found guilty of a Class E Felony, where fines and imprisonment may be imposed.

### Part III - General Information

1. Date you took occupancy: \_\_\_\_\_ Current rent charged: \_\_\_\_\_ (mo.)  
Date current owner of building became the owner: \_\_\_\_\_ (wk.)
2. Do you have a current lease? Yes  No  If yes, state the term of current lease: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_
3. Is rent being paid? Yes  No  Amount paid \$ \_\_\_\_\_, Amount demanded \$ \_\_\_\_\_  
Is rent being accepted? Yes  No  Are receipts being given? Yes  No  Has landlord refused to renew your lease? Yes  No
4. Give total number of apartments (units) in building: \_\_\_\_\_ Occupied: \_\_\_\_\_ Vacant: \_\_\_\_\_  
If there are vacant apartments (units) in the building, indicate whether they are left open, locked, boarded up or being altered:  
(Circle appropriate items)
5. Have you been notified that the building is scheduled for demolition or alteration? Yes  No
6. Has any alteration or construction work taken place at the building in the last six months? Yes  No
7. Is a "work permit" from the Department of Buildings on display? Yes  No   
Has the owner filed for Certificates of Eviction or for permission not to renew your lease? Yes  No   
If yes, indicate Docket Nos. \_\_\_\_\_
8. Is there a tenant's committee in your building? Yes  No  If yes, indicate name, address and telephone number of the  
Chairman of the Committee: \_\_\_\_\_
9. My apartment is regulated under  Rent Stabilization;  ETPA;  Rent Control;  Hotel Stabilization (includes SRO tenants.)
10. Do you authorize DHCR to communicate with your attorney/representative concerning this complaint? Yes  No   
If yes, indicate name, address and telephone number: \_\_\_\_\_

**Part IV - Nature of Harassment**  
If you need more space for details use Part V

11.  I was offered \$ \_\_\_\_\_ by \_\_\_\_\_ (name) to vacate my apartment by \_\_\_\_\_ (date) .  
 I was threatened with eviction if I refused to vacate my apartment.  
 I was told that essential services would not be provided.  
 I was offered another apartment.  
 After I refused the offer, the services were decreased.  
 After I refused the offer, I have received threats of eviction from \_\_\_\_\_  
(name - give details in Part V).

12.  The owner has brought court action against me: Yes  No  If yes, complete a, b, c & d below.  
 Kind of court action: \_\_\_\_\_ Date of court action: \_\_\_\_\_  
 Index No. \_\_\_\_\_ (If more than one court action, list in Part V)  
 I have retained a lawyer. Give name, address and telephone no.: \_\_\_\_\_  
 \_\_\_\_\_

The claim against me is unfounded for the reasons stated in Part V. **Also give status of legal proceeding.** (In any subsequent conference, please bring copies of any court papers.)

13.  I filed the following applications with the Office of Rent Administration or other Agency.

Docket No. & Nature of Complaint	Date	Disposition
_____	_____	_____
_____	_____	_____

I have also filed complaints with \_\_\_\_\_  
Name of Agency Date File No.  
 \_\_\_\_\_  
Disposition

14.  I have been illegally evicted, "**locked-out**" or otherwise excluded from my apartment.  
 15.  I have taken legal action against the owner: Yes  No  If yes, indicate: \_\_\_\_\_  
 16.  The owner has intentionally decreased, withheld or interrupted the following services:  security;  heat;  hot water;  
 cold water;  electricity;  superintendent or janitor;  garbage removal;  elevator;  other

**Part V - Further Statement of Tenant**

(State in this space additional facts which may assist Office of Rent Administration in processing your complaint)

**This section must be filled out.**

**All statements and attachments must be in English.**

**Part V - Further Statement of Tenant (cont'd)**

(State in this space additional facts which may assist Office of Rent Administration in processing your complaint)

**This section must be filled out.**

**All statements and attachments must be in English.**

I have read the foregoing and I hereby affirm under the penalties provided by law that the contents thereof are true of my own knowledge.

**It is not necessary that the foregoing be notarized, but false statements may subject you to the penalties provided by law.**

\_\_\_\_\_  
Signature of Tenant

Dated: \_\_\_\_\_