



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)

**Reference Number:**

Office use only.

**Request for Records Access**

**Please read instructions on the reverse side before completing this request form.**

**1. Mailing Address of Requester:**

**Subject Building:**

Name \_\_\_\_\_

Address \_\_\_\_\_ (No. & Street)

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

Apt. Number(s) (if applicable) \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_

**2. E-Mail Address:** \_\_\_\_\_

- 3. I am the**  Owner  Managing Agent  Owner Representative  
 Tenant  Tenant Representative  Other (specify): \_\_\_\_\_

Do the requested records need to be certified?  Yes  No

Is this information needed for court?  Yes  No If yes, please attach court papers. Court date: \_\_\_\_\_

- 4.**  **Copy of Order(s)** Docket/Order # (use an attachment to list additional orders/descriptions of orders as needed):  
 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

- 5.**  **Record Review – Case File** Docket/Order Number \_\_\_\_\_  
 Copy of Specific Document \_\_\_\_\_  
 Copy of Entire File \_\_\_\_\_
- 6.**  **Record Review – Rent Control Records** Apt. Number(s) \_\_\_\_\_

- 7.**  **Rent Registration**  
 Building-wide Rent Roll (specify years) \_\_\_\_\_  
 Individual Apartment(s) Rent History (specify years) \_\_\_\_\_ Apt. Number(s) \_\_\_\_\_  
 Initial Building-wide Services  Initial Apartment Services Apt. Number(s) \_\_\_\_\_
- Note:** The IAI choices listed below apply ONLY to records required by law to be filed on or after **June 14, 2019**.  
 Individual Apartment Improvement (IAI) Notification/Photographs Apt. Number(s) \_\_\_\_\_  
 Individual Apartment Improvement (IAI) Tenant's Informed Consent Apt. Number(s) \_\_\_\_\_

- 8.**  **Case Listing**  
 List of docket numbers of cases for subject building.  
 List of docket numbers of cases for subject apartment.

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

Signature: \_\_\_\_\_

## Office of Rent Administration Request for Records Access

ORA is the custodian of records for apartments subject to rent control and rent stabilization. These records include copies of orders, case files, rent control records and rent stabilized rent registration filings. In general, these records can be accessed by the subject tenant or owner of record, or their authorized representative, as of right. Therefore, it is not necessary for the requester to cite the FOIL statute when requesting records access and the requester may file a Request for Records Access by email to: [ORArecords@hcr.ny.gov](mailto:ORArecords@hcr.ny.gov) or may submit this form to:

DHCR  
Office of Rent Administration  
Records Access Unit  
Gertz Plaza  
92-31 Union Hall St., 6th Floor  
Jamaica, NY 11433

ORA will accept requests for records if the identity of the requester is currently on file with ORA's database or if sufficient proof of identity is attached, such as a lease or rent receipt for tenants and a deed or tax bill for owners.

ORA may reject the request if it is determined that the requester needs to attach additional proof of identity and/or authorization to prevent an unwarranted invasion of personal privacy or the improper disclosure of confidential information.

Requesters, whose requests are rejected, will be notified and advised of their right to resubmit their requests on form REC-1 or by email to [ORArecords@hcr.ny.gov](mailto:ORArecords@hcr.ny.gov), with additional proof of identity and/or authorization attached.

ORA, to the extent practicable, will respond to these requests by attaching the requested records to an email that will be sent to the email address provided by the requester. In those instances where the records cannot be provided via email, the requester will be advised of the cost of providing the records, if available, in an appropriate format and records will be mailed to the address provided by the requester.

**Requests that are not submitted by the tenant or owner of record or their authorized representative are required to be submitted as FOIL requests. The requester may submit a letter that describes in sufficient detail the records sought. Those requests can be submitted via email to [HCRFOIL@hcr.ny.gov](mailto:HCRFOIL@hcr.ny.gov) or by U.S. Mail to:**

NYS Homes and Community Renewal  
FOIL Officer  
641 Lexington Avenue  
New York, New York 10022

### Instructions

Sections 1, 2, and 3 of this form must be completed by the requester. Select only **one** category from Sections 4 through 8. Date and sign the request form.

### Identification and Supporting Documentation

- **Tenants** – attach proof of identity and proof of occupancy:
  - (a) For Rent Stabilized Apartment(s) - copy of lease, rent receipt or rent bill.
  - (b) For Rent Controlled Apartment(s) - copy of utility bill, rent receipt or rent bill.
- **Owners** – attach proof of ownership: copy of deed (available online on ACRIS), copy of tax bill or proof of currently active ARRO account. If the owner is a company/corporation, also attach documentation that identifies owning officers by name (HPD Registration or relevant pages from Articles of Organization/Incorporation).
- **Representatives** must attach (a) authorization from parties represented; or (b) Power of Attorney; and (c) additional verification as requested above.
- **Building-wide Rent Roll** information can only be provided to the building owner, or authorized representative of owner, or authorized representative of all tenants in the subject building.

### Fees

When records cannot be transmitted electronically, fees for reproduction of standard size paper are 25 cents a page. The fees must be paid by check or money order, payable to DHCR. Cash will not be accepted.