



Homes and Community Renewal

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OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2022 – B – 9

To: NYSHCR Multifamily Owners and Management Agents
From: HCR Fair and Equitable Housing Office
Date: June 15, 2022
Subject: Requirement to Provide Notice to Tenants of their Right to Request Reasonable Modifications and Accommodations for Persons with Disabilities

Dear Multifamily Owners and Management Agents:

Pursuant to N.Y. Executive Law § 170-d, written notice must now be made to all tenants and prospective tenants of their right to request reasonable modifications and accommodations for persons with disabilities. These requirements apply to all owners, lessees, sub-lessees, assignees, or managing agents of housing accommodations in New York State, which includes real estate brokers.

Required written notice may be given by email, text, electronic messaging system, fax or hardcopy, and must be in 12-point font or larger. The notice can accompany or be part of other written communication such as a lease or other written material routinely provided to tenants. Written notice must be given in accordance with the following:

- Existing tenants must be provided with written notice by June 17, 2022,
- New tenants must receive written notice within 30 days of the effective date of their tenancy, and
- For real estate brokers, prospective tenants must be provided with written notice upon first substantive contact.

Housing providers must also post and maintain the notice at housing accommodations in a conspicuous and well-lit area, and prominently on their website homepages.

The full regulations and a form notice to be provided to tenants are available by the New York Division of Human Rights (DHR's) at: <https://dhr.ny.gov/law-2021#notice-of-tenant-s-rights-to-reasonable-accommodation>. As always, owners and management agents are advised to regularly consult New York State Homes and Community Renewal and DHR's website for updates to policies relevant to their specific housing development.