

The Division of Housing and Community Renewal's Office of Rent Administration is pleased to announce that the MBR cycle is underway. Please use the Owner Rent Regulation Applications (ORRA) system to access and complete the MBR application.

Please note the following:

- The entire application can be filed online.
- Owner's of buildings with zero (0) rent impairing violations AND zero (0) non-rent impairing violations as of January 1, of the year prior to the MBR cycle **MUST** file online.
- All owners are strongly encouraged to file MBR applications online, including those that are required to file a Violation Certification Form. A Report of Search or other evidence of violation removal can be scanned and attached to the electronic filing.
- A Listing of Pending Violations (LPV) is available by accessing [www.nyc.gov/hpd](http://www.nyc.gov/hpd).
- We encourage you to use the Alternative O&M or Normal Payroll option. If you do not qualify using one of these options, the system will allow you to use the High Payroll option.

If you previously used the Owner Rent Regulation Applications (ORRA) system to file Annual Rent Registrations or the other available owner applications, your User ID and Password will be the same for this application. If you have not previously used the system, please email [PSU@hcr.ny.gov](mailto:PSU@hcr.ny.gov) to request access to the Owner Rent Regulation Applications system. Include your name, organization name (if applicable), mailing address and phone number in your correspondence. You will receive a User ID and password via email.