

Please note that this document is for information purpose only, and should not be used by owners and tenants to execute Individual Apartment Improvement: Tenant's Informed Consent form. The Notification and Tenant's Informed Consent forms must be generated and filed online using Owner Rent Regulation Applications.

This document has been translated from the English language to Spanish, Chinese, Russian, Italian, Haitian-Creole, Korean, Bengali, Yiddish, Polish, Arabic, French and Urdu. The translations are provided purely as a guide to the corresponding English form and is not intended to replace the use of the English form. The Office of Rent Administration (ORA) has had this document translated to assist users with Limited English Proficiency. Please note that the translation is by a contractor retained by the Office of General Services. ORA does not guarantee or warrant the accuracy of the translation.

The translated versions can be found at the DHCR website:
hcr.ny.gov



INDIVIDUAL APARTMENT IMPROVEMENT: TENANT'S INFORMED CONSENT

General Instructions

Pursuant to the **Housing Stability and Tenant Protection Act of 2019**, owners of occupied apartments subject to rent control and rent stabilization must obtain the written informed consent of the tenant in occupancy to lawfully collect a rent increase for Individual Apartment Improvements (IAI's).

The information entered in this Tenant's Informed Consent form must be consistent with the information provided in the Notification submitted to DHCR. Inconsistencies in information provided in these forms and other documents referenced below may be referred for internal review and appropriate administrative action.

IAI rent increases must be removed from the legal rent thirty years from the date the increase became effective inclusive of any increases granted pursuant to applicable laws. The allowable monthly rent increase is 1/168th of the IAI cost for an apartment in a building of 35 or less apartments, and 1/180th the cost for apartments in buildings with 36 or more units. **IAI rent increases are capped** to no more than three in a 15-year period, and the total cost of all three cannot exceed \$15,000. Please refer to Operational Bulletin 2016-1, Individual Apartment Improvements.

Filing Instructions

Owners: Please review this document **BEFORE** installing any IAI to ensure you comply with all requirements. This document **MUST** be completed by the owner and provided to the tenant to obtain their written informed consent to the IAI rent increase. This signed form needs to be uploaded on the DHCR website and submitted along with a separate IAI Notification form. Please retain a copy of this signed document for your records and provide a copy to the tenant.

Tenants: Please review the information entered below before signing the "Tenant's Statement of Consent" and returning this form to the owner. For informational purposes only, this form has been translated into Español (Spanish), 中國 – 傳統 (Chinese - Traditional), Русский (Russian), Italiano (Italian), Kreyòl Ayisyen (Haitian-Creole), 한국어 (Korean), বাংলা (Bengali), יידיש (Yiddish), Polish (Polski), Arabic (العَرَبِي), French (Français) and Urdu (اردو), and can be found at the DHCR website: hcr.ny.gov

For Rent Stabilized Apartments:

This Informed Consent will be made part of the rent registration record for the subject apartment that is filed by the owner on the subsequent April 1st. When completing the online annual rent registration (hcr.ny.gov/rent-registration) for the subject apartment, the information entered must be consistent with the information provided in the Tenant's Informed Consent form and the Notification form submitted to DHCR.

For Rent Controlled Apartments:

This Informed Consent will be made part of the building profile for the subject apartment and will be linked to the Maximum Base Rent record for the building. The information reported in Maximum Base Rent RN-26 forms and Master Building Rent Schedules must be consistent with the information provided in this Informed Consent form and the Notification form submitted to DHCR.

Subject Apartment Status:

Please select only one:

- Occupied Rent Controlled Apartment
- Occupied Rent Stabilized Apartment

Improvement	Building Size	IAI Cost Total	IAI Monthly Rent Increase	Effective Date
<i>Example: Refrigerator</i>	<i>Example: 34 apartments</i>	<i>Example: \$840.00 including installation</i>	<i>Example: \$5.00</i>	<i>Example: 5/1/2020</i>
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X

Mailing Address of Owner/Owner's Representative:

Name: _____ **X**
(Please Print)

Number & Street Address: _____ **X**

City, State & Zip Code: _____ **X**

 Signature of Owner/Owner's Representative

SUBJECT APARTMENT:

Building ID: _____ **X**

Tenant Name: _____ **X**
(Please Print)

Number & Street Address: _____ **X**

Apt. #: _____ **X**

City, State & Zip Code: _____ **X**

Tenant's Statement of Consent

I have read this notice and agree to the increase in rent specified in this notice, based on the increased services or facilities provided to me.

X
 Signature of Tenant