

Addendum to the Instructions for Filing Initial and Annual Rent Registration Regulatory Agreements

UPDATED TO REFLECT PHFL 610

If the information being provided in the Initial Registration is being established in whole or in part by a municipal Regulatory Agreement and/or Tax Benefit Program, copies of relevant pages including established rents need to be submitted along with an explanatory cover letter and the required registration forms. Initial Apartment Registration forms need to be filed for ALL apartments, occupied and vacant. Information provided needs to be for the date the building became subject to Rent Stabilization, which was established by the Regulatory Agreement or the Tax Benefit Program. In addition, Annual Registrations are filed online using the [Annual Rent Registration \(ARRO\) system](#) and reflect information for each April 1 following the date the building became subject to Rent Stabilization.

For Initial and Annual Registration, follow the special instructions for Regulatory Agreement buildings below.

Initial Registration

Initial Apartment Registration Form – RR-1(i)

Item 15a - Actual Rent Paid on Date in Item 1

There may be situations where pursuant to government Regulatory Agreement, the registration of more than one rent is required. If you are in possession of such an agreement, enter the Actual Rent paid, which may be different than the Legal Rent. Section 610 of PHFL allows for Actual Rents that are higher than the Legal Rent provided that the tenant has been given rental assistance and the Regulatory Agreement stipulates approval. These two conditions must be present for the ability to collect a higher Actual Rent.

In situations where the tenant may be receiving rental assistance (ex. Section 8 PBV) that supplements the tenant's share, please do not enter the out-of-pocket payment in this field. Enter the Actual Rent paid (sum of the tenant's share and the rental assistance) only.

Please note, the inclusion of a different Actual Rent paid will not be processed by DHCR unless required by a government Regulatory Agreement.

In addition, when an owner has been approved for PHFL 610 in a Regulatory Agreement there may be a time lapse until the subject apartments receive rental assistance resulting in an Actual Rent that is higher than a Legal Rent. In these situations, if the Actual Rent is not higher than the Legal Rent at the time of this registration, do not select "PHFL 610 Rental Assistance" in Item 15b.

Item 15b - Reason for Difference

If you have a government Regulatory Agreement requiring you to register more than one rent, then place an "X" in the box marked "**Other/Regulatory Agreement (specify and attach)**" and in the space provided, enter a brief name of the agreement. If a higher Actual Rent has been authorized and is being collected, **also** place an "X" in the box marked "**PHFL 610 Rental Assistance.**"

Item 16a - Reason for Initial Apartment Registration

For apartments being registered pursuant to a government Regulatory Agreement, including those that provide for PHFL 610, place an "X" in the box "**Other/Regulatory Agreement (specify and attach)**" and enter the name of the agreement.

Initial Registration Summary Form – RR-2(i)

Item 19 - Building Status/Description/Financing Programs

For buildings being registered pursuant to a government Regulatory Agreement, enter a brief name of the agreement under “**Other/Regulatory Agreement (specify and attach).**”

If the Regulatory Agreement authorizes the collection of higher Actual Rents under Section 610 of PHFL, **also** select “**Section 610 of PHFL**” and attach the Regulatory Agreement. This selection should be made even if individual apartments are not yet receiving rental assistance resulting in higher Actual Rents.

Initial Registration Building Services Form – RR-3(i)

Please refer to the general [Initial Rent Registrations Instructions](#).

Annual Registration

Annual Building Detail Screen, Status/Financing Tab

Financing Programs

If the building has a Regulatory Agreement authorizing the collection of higher Actual Rents under Section 610 of PHFL in effect on **April 1**, select “**Section 610 of PHFL**.” This selection should be made even if individual apartments are not yet receiving rental assistance resulting in higher Actual Rents.

Annual Apartment Detail Screen, Rent/Changes Tab

Other Adjustments

If the building has entered into a Regulatory Agreement that has established Legal Rent and Actual Rent amounts effective on **April 1**, select “**Other**” and in the space provided enter “**Reg Agmt**” and a description of the agreement.

If a higher Actual Rent has been authorized under Section 610 of PHFL and is being collected on **April 1**, **also** select “**PHFL 610 Rental Assistance**”.

In addition, for these apartments, if the rental assistance is Section 8, **also** select “**Section 8**.”

If the rental assistance is a different program, **also** select “**Other**” and enter the name of the program in the space available.

Actual Rent Paid on April 1

If the building has entered into a Regulatory Agreement that establishes Actual Rents effective on **April 1** of the Registration Year, enter those Actual Rent amounts.

If a higher Actual Rent has been authorized under Section 610 of PHFL and rental assistance is also being collected on **April 1**, **also** select “**PHFL 610 Rental Assistance**.”