



INITIAL APARTMENT REGISTRATION

Note: All information entered on this form must be valid for the date this apartment became subject to Rent Stabilization (this is the date entered in Item 1)

1. Date apartment became subject to Rent Stabilization _____ / _____ / _____ <small>Month Day Year</small>		2. Date of this Initial Registration _____ / _____ / _____ <small>Month Day Year</small>		14. Legal Regulated Rent on Date in Item 1 \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Week	
3. Building ID Number <input type="checkbox"/> MDR <input type="checkbox"/> ETPA <input type="checkbox"/> Hotel		4. Street Address _____ _____		15a. Actual Rent Paid on Date in Item 1 (enter only if different than Legal Regulated Rent in item 14 above) \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Week	
5. City, Town or Village NY				15b. Reason for difference: <input type="checkbox"/> PHFL 610 Rental Assistance <input type="checkbox"/> Other/Regulatory Agreement (specify and attach): _____	
6. Zip Code _____		7. County		8. Apartment Number	
9. Total # of Rooms in Apt. _____		10. Tenant Name(s) Last First M.I. _____ _____ _____		16a. Reason for Initial Apartment Registration (check one) <input type="checkbox"/> New Construction (Ex: 421-a) <input type="checkbox"/> Major Rehabilitation (Ex: J-51) <input type="checkbox"/> Apartment Previously under Mitchell-Lama <input type="checkbox"/> Apartment Previously Rent Controlled \$ _____ Rent \$ _____ MCR \$ _____ MBR Date Rent Controlled tenant vacated _____ / _____ / _____ <small>Month Day Year</small> <input type="checkbox"/> Other/Regulatory Agreement (specify and attach) _____	
11. Lease Dates in effect on Date in Item 1 above Began on _____ / _____ / _____ Expires on _____ / _____ / _____ <small>Month Day Year Month Day Year</small>		12. Equipment and Services included in the rent (check as many as apply) <input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> Blinds/Shades <input type="checkbox"/> Furniture <input type="checkbox"/> Maid Service <input type="checkbox"/> Linen Service <input type="checkbox"/> Room A/C (No. of units) _____ <input type="checkbox"/> Other (specify): _____ <small>(ex: garage, washer, dryer, microwave)</small>		16b. Initial Apartment Registration Status <input type="checkbox"/> Stabilized/ETPA (includes vacant and temporarily exempt) <input type="checkbox"/> 421-a Market Rate Unit <input type="checkbox"/> 421-a Income Restricted Unit _____ % Area Median Income This 421-a Income Restricted Unit is reserved for individuals or families whose incomes at the time of initial occupancy do not exceed the above % of the area median incomes, as adjusted for family size.	
13. Equipment and services for which a separate charge is collected by owner (check as many as apply) <input type="checkbox"/> Electricity/A/C <input type="checkbox"/> Furniture <input type="checkbox"/> Recreational Facilities <input type="checkbox"/> Other (specify): _____ <small>(ex: cable TV, CityFHEPS utility payment) \$ Amount Total</small>		OR <input type="checkbox"/> Permanently Exempt (if exempt box is checked, one reason MUST be selected below): <input type="checkbox"/> Coop/Condo Occupied by Owner or Non-Protected Tenant <input type="checkbox"/> High Rent Vacancy Deregulation (421-a (16)) <input type="checkbox"/> Regulatory Agreement/Statutory Provision		Note: Temporary Exemption to be noted in Item 10.	
<input type="checkbox"/> Garage/Parking \$ _____ per month each car Separate Lease From _____ / _____ / _____ To _____ / _____ / _____ <small>Month Day Year Month Day Year</small>		17. Owner/Managing Agent (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Managing Agent <input type="checkbox"/> Coop/Condo Owner		NOTE: If unit is coop/condo, enter information for unit owner. In all other cases, enter information for building owner or building managing agent.	
LAST NAME: _____ FIRST NAME _____ M.I. _____		STREET ADDRESS _____ APARTMENT/ROOM NUMBER _____		CITY, TOWN OR VILLAGE _____ STATE _____ ZIP CODE _____	
CITY, TOWN OR VILLAGE _____ STATE _____ ZIP CODE _____					

PARA INFORMACION EN ESPANOL, VEA RESPALDO DE ESTA FORMA.

IMPORTANT TENANT INFORMATION ON OTHER SIDE OF FORM

Copy 1 DHCR

Copy 2 OWNER

Copy 3 TENANT (save for your records)

Important Notice to the Tenant

Owners of buildings subject to rent regulation are required by law to file initial registration forms with DHCR. Owners are also required to serve each tenant with a copy of the apartment registration form for their apartment, that was filed with DHCR.

Tenants in apartments that are registered as Rent Stabilized have rights including but not limited to rent increase limitations, lease renewals and maintenance of services. Some of these apartments/buildings may be subject to certain tax benefits and regulatory agreements that may affect the rents that can be charged. Please check the terms of your lease and all related attachments provided by the owner.

Regulatory agreements issued and approved by a state or municipal agency or other designated party may provide for actual rents that are higher than legal rents and preferential rents, as long as a government program provides rental assistance for the apartment. The tenant share is governed by the agency providing rental assistance and the regulatory agreement. The actual rent must also be separately registered. When the rental assistance ends, either during a tenancy or upon vacancy, the lesser of the lower legal rent or preferential rent plus any lawful adjustments or a lower rent established by the regulatory agreement must be charged. This requirement is stated in plain language in DHCR Notice RA-LR3, which must be attached to all leases when higher actual rents are being charged.

Tenants have the right to challenge the initial registered rent with DHCR within 90 days of the postmark date on the envelope mailed to you enclosing the Initial Apartment registration. The Rent Overcharge complaint form (RA-89) can be used by all tenants, including those tenants in apartments formerly subject to Rent Control and tenants in apartments in municipalities outside of New York City that have recently adopted ETPA.

The following list contains information DHCR frequently distributes to tenants. These and additional forms and information (translation is available in many languages) are found on our website at www.hcr.ny.gov:

Fair Market Rent Appeal (Fact Sheet #6), Lease Rider (Form RA-LR1), Decrease of Service (Fact Sheet #14), Guide to Rent Increases (Fact Sheet #26), Security Deposits (Fact Sheet #9), Succession Rights (Fact Sheet #30), Lease Renewals (Fact Sheet #4), Tax Abatements (Fact Sheet #41)

Notificación Importante al Inquilino

Propietarios de edificios sujetos a la regulación de alquileres son requeridos por ley a registrar los formularios de registraci3n inicial con la DHCR. Propietarios tambi3n est3n requeridos a entregar a cada inquilino con una copia del formulario de la registraci3n de su apartamento, el cual fue registrado con DHCR.

Inquilinos en apartamentos que est3n registrados como Renta Estabilizada tienen derechos incluyendo, pero no limitado a aumentos limitados a la renta, renovaciones de contrato y mantenimiento de servicios. Algunos de estos apartamentos/edificios pueden estar sujetos a ciertos beneficios de impuestos y contratos reguladores que pueden afectar las rentas que pueden ser cobradas. Por favor revise los t3rminos de su contrato y todos los archivos adjuntos proveidos por el propietario.

Acuerdos regulatorios emitidos y aprobados por una agencia estatal o municipal u otro partido designado podr3a proveer para alquileres actuales que son m3s altas que los alquileres legales y alquileres preferenciales, siempre y cuando un programa gubernamental provee la asistencia de renta para el apartamento. La porci3n del inquilino est3 gobernada por la agencia que provee la asistencia de alquiler y el acuerdo regulatorio. El alquiler actual tambi3n debe ser registrado separadamente. Cuando la asistencia de alquiler se termina, ya sea durante la tenencia o al desocuparse el apartamento, el menor del alquiler m3s bajo o el alquiler preferencial mas cualquier ajuste legal o el alquiler m3s bajo establecido por el acuerdo regulatorio debe de ser cobrado. Este requisito est3 declarado en lenguaje sencillo en la Notificaci3n RA-LR3 de DHCR, que debe de ser adjuntado con todos los contratos de arrendamiento cuando se est3n cobrando alquileres actuales m3s altas.

Inquilinos tienen el derecho de impugnar la renta inicial registrada con DHCR dentro de 90 d3as de la fecha timbrada en el sobre enviada a usted adjuntando la registraci3n del Apartamento Inicial. El formulario de queja de Sobrecargo de Renta (RA-89) puede ser utilizada por todos los inquilinos, incluyendo aquellos inquilinos en apartamentos que previamente fueron sujetos a Renta Controlada y por inquilinos en apartamentos en municipalidades fuera de la ciudad de Nueva York que recientemente adoptaron el ETPA.

La siguiente lista contiene informaci3n que DHCR distribuye frecuentemente a inquilinos. 3stos y formularios e informaci3n adicionales (traducci3n es disponible en muchos lenguajes) pueden ser encontrados en nuestro sitio de web en www.hcr.ny.gov:

Reclamo de Alquiler de Mercado Justo (Hoja Informativa #6), Cl3usula Adicional de Arrendamiento (Formulario RA-LR1), Diminuci3n de Servicio (Hoja Informativa #14), Gu3a de Aumento de Alquileres (Hoja Informativa #26), Dep3sitos de Seguridad (Hoja Informativa #9), Derechos de Sucesi3n (Hoja Informativa #30), Renovaciones de Contrato (Hoja Informativa #4), Descuento de Impuestos (Hoja Informativa #41)