

How to complete form RR-2(i) Initial Building Registration

One Initial Registration Summary form must be submitted for each building being registered. One copy must be signed and notarized and returned to DHCR. The other copy is retained by the owner.

Item 1 - Building ID Number/Building Type

For NYC buildings, you can contact NYC Housing Preservation and Development (HPD) for your building's MDR number and enter that number into the field. If an MDR number is not yet available, and there is a time-sensitive matter and a compelling reason, please leave this blank and provide an explanation in a cover letter and DHCR can issue a Building ID number for the building, to be updated later.

For ETPA county buildings, DHCR assumes responsibility for issuing the Building ID number. Therefore, the field can be left blank. If a Building ID number for it is already on file, the registrations will be filed under that number. If no Building ID Number is on file, a number will be issued.

After the Initial Registration is on file, you can learn the Building ID Number by entering the subject building address into DHCR's Rent Regulated Building Search on the agency website.

Items - 2-5 Building Street Address

The building information entered should be exactly as it appears in items 4 to 7 of the Initial Apartment Registration form RR-1(i).

Items 6-11 - Owner Name and Address

Enter the name, address, telephone number, and email address of the building owner. For a coop, enter the cooperative's corporate name, address and telephone number. For a condominium, enter the name, address, and telephone number of the homeowner's association. NOTE: For individual Coop/Condo unit owners, please reference the Apartment Registration form, Item 17, where specific unit owner's name may be entered.

Items 12-17 - Managing Agent Name and Address

Enter the name, address, telephone number, and email address of the managing agent.

Item 18 - Date Building Became Subject to Rent Stabilization

Enter the date on which the building became subject to Rent Stabilization:

1. For building/apartments becoming subject to Rent Stabilization, due to the receipt of a Tax Benefit, such as 421-a, and/or a Municipal Regulatory Agreement and/or other housing program, enter the same date entered in item 1 of the Apartment Registration Form. This date, also known as the date of completion of construction, is defined in the 421-a instructions or by the Regulatory Agreement or housing program for the building. Additional 421-a filing instructions are available on the website.
2. For Mitchell-Lama, use the date established in Advisory Opinion 91-2 available on our website.
3. For buildings previously Initially Registered and for whom this summary form is being submitted by an accompanying apartment registration form noting a change from Rent Control to Rent Stabilized status, enter the date previously registered with DHCR.
4. For buildings that were actually subject to Stabilization on 4/1/84 but for whom an Initial Registration was NEVER filed and is being now filed for the first time, enter 4/1/84.
5. For buildings in municipalities outside of New York City that have adopted Rent Stabilization, known as ETPA (Emergency Tenant Protect Act) outside New York City, enter the start date of Stabilization as set forth in the local law.

Item 19 - Building Status/Description/Financing Programs

"Class A" multiple dwelling refers to multiple dwellings which are occupied, as a rule, for permanent residence purposes. This class includes apartment hotels, and all other multiple dwellings except "Class B" multiple dwellings.

"Class B" multiple dwelling refers to multiple dwellings which are occupied, as a rule, transiently, as the more or less temporary abode of individuals or families who are lodged with or without meals. This class includes hotels, SRO's and rooming houses.

Building Description

A "Hotel" is an inn having thirty or more sleeping rooms. "Single Room Occupancy (SRO)" consists of occupancy by one or two persons of a single room, or of two or more rooms which are joined together, separated from all other rooms within an apartment in a multiple dwelling, so that the

occupant or occupants thereof reside separately and independently of the other occupant or occupants of the same apartment.

When a Class A multiple dwelling is used wholly or in part for single room occupancy, it remains a Class A multiple dwelling.

"Garden Apartment Complex" consists of certain attached, detached, or semi-detached dwelling units, containing six or more housing accommodations having common facilities such as a sewer line, water main, or heating plant and operated as a unit under common ownership.

Coop/Condo

"Non-Evict Coop/Condo Plan Effective Date" The building has become a cooperative or a condominium without the right to evict any non-purchasing tenants. Enter the plan effective date.

"Evict Coop/Condo Plan Effective Date" The building has become a cooperative or a condominium with the right to evict non-purchasing tenants other than eligible senior citizens or eligible disabled tenants within a specified period of time. Enter the plan effective date.

"Coop/Condo Plan Filed" If a coop/condo conversion plan has been declared effective, or has been accepted for filing by the Attorney General's Office, place an "X" in the box. Give the date that the Plan was declared effective, or if not yet effective, give the date that the Plan was accepted for filing.

Financing Programs Place an "X" in the box(es) of the applicable financing programs related to the building.

If the building receives 421-a(1-15) Tax Benefits, enter the total monthly building rent approved by HPD. In addition, for either 421-a(1-15) or a 421-a(16), enter in the spaces provided the total number of Income Restricted and Market Rate units in the building. NOTE: If 421-a(16) Market Rate units qualify for and are being registered as "Permanently Exempt", do not include those units in the total count of 421-a Market Rate units in the building. They should be included in item 20 of this form under Permanently Exempt. For buildings subject to other housing programs, Government Regulatory Agreements, or left Mitchell Lama status, specify under "Other/Regulatory Agreement" and include the name of the housing program or Regulatory Agreement. It is required to attach a copy of the Regulatory Agreement or relevant documentation. 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.

Item 20 - Types of Units in Building Enter the number of units of each type in the building. Take note of the following for each type:

- Stabilized/ETPA: This number includes Vacant and Temporarily Exempt units. For details, see item 10 of the Apartment Form instructions.
- Rent Control: If you are registering an apartment as Rent Stabilized that was previously under Rent Control, carefully adjust the number of units, subtracting from the previous number of Rent Control apartments for the building and then adding to the number of Stabilized/ETPA units to account for the change in status.
- Permanently Exempt: This number is the total of units being registered as Permanently Exempt, the reasons for which are only: Coop/Condo Occupied by Owner or Non-Protected Tenant, High Rent Vacancy Deregulation (421-a(16)), and Regulatory Agreement/Statutory Provision. For details, see item 16b of the Apartment Form instructions.
- Total Number of Apartments in Building: This number is the sum of the above three unit types.

Item 21 - Total Number of Apartment Forms Submitted

Enter the total number of apartment forms being submitted. The total number of forms being submitted should be equal to the Total Number of Apartments in Building in item 20.

Item 22 - Affirmation and Certification

This item must be completed either by the individual owner, the building's managing agent, or an officer or partner of the corporation or partnership that owns the building. If the building is owned by a cooperative corporation or a condominium association, the signature must be that of the corporation or association president or the managing agent acting on behalf of that entity. The corporation or association name must be printed on the line provided. The signature in this section should be made before a notary public.