



**Report of Change in Ownership or Address**

**Note:** File this form with the Division of Housing and Community Renewal (DHCR) at the above address if there has been a change in owner/managing agent or a change in the address for the owner/managing agent. Either of these changes are required to be reported within 30 days of the event, pursuant to Section 2523.8 of the Rent Stabilization Code. Please see the "Filing Instructions" and "Information For New Owners" sections on the reverse side of this form.

1. Address of Building: \_\_\_\_\_
2. If the building is registered with the New York City Department of Preservation and Development (HPD). Enter the MDR number: \_\_\_\_\_
3. Enter the building's Rent Registration Number used with DHCR (if different from #2): \_\_\_\_\_
4. (Mark appropriate box):  Fee Owner  Managing Agent  Receiver  
 Proprietary Lessee (if Co-op)/Condominium Owner:  
 a)  Entire building    b)  Only the following apartments: \_\_\_\_\_  
 Other (Specify): \_\_\_\_\_
5. There has been a change in  identity (**Complete Section A below**)  address (**Complete Section B below**)  
 Date of this reported change: \_\_\_\_\_

**Section A**

Name and mailing address of **former** owner/managing agent/entity:

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Street Address                      City, State, Zip Code

**New** owner/managing agent/entity information:

_____ Name	_____ Telephone No.
_____ Actual Physical Street Address (No P.O. Box)	_____ City, State, Zip Code
_____ Email Address - for online case processing	_____ Employer Identification No.

**Section B**

**New** mailing address information for entity indicated in Item 4:

_____ Name	_____ Telephone No.
_____ Actual Physical Street Address (No P.O. Box)	_____ City, State, Zip Code
_____ Email Address - for online case processing	

**Affirmation**

I have read the above report and affirm, under the penalties provided by law, that the contents are true of my own knowledge.

Name of Filer (print): \_\_\_\_\_ Signature of Filer: \_\_\_\_\_

Relationship of Filer to subject building: \_\_\_\_\_ Date: \_\_\_\_\_  
 (owner, agent, authorized representative)

## **FILING INSTRUCTIONS**

- Complete Sections 1-5.
- Complete Section A and/or Section B. An actual physical street address must be entered as per the rent regulations. Submissions with a P.O. Box entered will be rejected and returned for correction.
- Complete the Affirmation.

## **INFORMATION FOR NEW OWNERS**

As a new owner you are advised to acquire the rental history for the subject building and case status of all pending cases. You may obtain this information by filing a REC-1 form, which is accessible at [www.hcr.ny.gov](http://www.hcr.ny.gov).

Once you have reviewed the rental history, it is your responsibility to ensure that it is up to date and complete, and that all required registrations are filed.

You are also encouraged to send an individualized letter addressed to the docket numbers of each of the open cases, notifying the case file of your new ownership. This will ensure that you are made a party to all proceedings held before our agency.

Forms, applications, and other helpful written materials are available for review and can be printed from our website. Some forms and applications (such as rent registration forms and REC-1 forms) may be filed online at [www.hcr.ny.gov](http://www.hcr.ny.gov).

If further information or technical assistance is needed you may visit any of our local rent offices listed on the Contact Us page at [www.hcr.ny.gov](http://www.hcr.ny.gov).