



New York State
Division of Housing and Community Renewal
Office of Rent Administration

Operational Bulletin 2024-1 (June 13, 2024)

**Rent Registration Filing Deadlines and
Penalties for Delinquent Registrations**

INTRODUCTION

The New York State Division of Housing & Community Renewal (“DHCR”) is issuing this Operational Bulletin following the passage of Chapter 760 of the Laws of 2023, which, among other things, enhanced civil penalties for the failure to timely file registrations for premises subject to rent stabilization under the New York City Rent Stabilization Law (“RSL”) or the New York State Emergency Tenant Protection Act (“ETPA”). DHCR issues this Operational Bulletin under the authority of Sections 2527.11, 2528.1, 2528.2 and 2528.3 of the New York City Rent Stabilization Code (“RSC”) and Sections 2507.11, 2509.1 and 2509.2 of the New York State Emergency Tenant Protection Regulations (“ETPR”).

INITIAL REGISTRATION REQUIREMENT

Section 26-517(c) of the RSL and Section 12-a(c) of the ETPA require an owner of rent stabilized premises to file initial registration statements with DHCR for each unit covered by the rent laws within ninety (90) days of such premises becoming subject to rent stabilization. Initial registrations submitted after this period are delinquent.

ANNUAL REGISTRATION REQUIREMENT

Section 26-517(f) of the RSL and Section 12-a(f) of the ETPA require an owner of rent stabilized premises to file annual registration statements with the DHCR for each unit covered by the laws. Under the RSL and ETPA as well as Sections 2528.3 of the RSC and 2509.2 of the ETPR, DHCR is authorized to determine the time and manner of such annual registrations. The deadline for the submission of annual registrations with DHCR is July 31st of the registration year. Annual registrations for a given year submitted after this date are delinquent.

PENALTIES FOR DELINQUENT REGISTRATIONS

In addition to other penalties and sanctions under the laws and regulations, RSL § 26-517(e) and ETPA § 12-a(e) subject the owner of rent regulated premises to a fine of five hundred dollars per unregistered unit for each month registrations are delinquent. As authorized by law, DHCR will serve a notice of delinquency on

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The original document which contains signatures of authorization is on file at DHCR's Office of Rent Administration.

owners with delinquent registrations and, if warranted, impose the penalties set forth in the RSL and ETPA by a DHCR Commissioner's Order. Such an order will be deemed a final determination that is not subject to review by a Petition for Administrative Review. Following expiration of the time to file an appeal under Article 78 of the CPLR, DHCR will docket and enforce in the manner of a judgment of the New York State Supreme Court unpaid fines for delinquent registrations imposed by a Commissioner's Order.

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*Deputy Commissioner
for Rent Administration*
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