

Instructions for Filing Initial Rent Registration (03/2024)

Rent Stabilized Apartments in New York City

Housing Accommodations Outside New York City Regulated by ETPA

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|-----------------------------------------------------------------------------------------------------|----|
| Introduction | 3 |
| DHCR Filing/Contact Information | 3 |
| Filing the Initial Registration with DHCR..... | 3 |
| Incomplete Submissions | 4 |
| Annual Administrative Fee..... | 4 |
| Apartment Registration | 5 |
| Completing the Initial Apartment Registration form RR-1(i) | 5 |
| Item 1 - Date apartment became subject to Rent Stabilization | 5 |
| Item 2 - Date of this Initial Registration..... | 6 |
| Item 3 - Building ID Number | 6 |
| Item 4 - Street Address | 6 |
| Item 5 - City, Town or Village..... | 6 |
| Item 6 - Zip Code | 6 |
| Item 7 - County | 6 |
| Item 8 - Apartment Number or Location | 7 |
| Item 9 - Total Number of Rooms in Apartment..... | 7 |
| Item 10 - Tenant Name(s) | 7 |
| Item 11 - Lease Dates in effect on Date in Item 1..... | 8 |
| Item 12 - Equipment and services included in rent | 8 |
| Item 13 - Equipment and services for which a separate charge is collected by owner..... | 8 |
| Item 14 - Legal Regulated Rent on Date in Item 1 | 9 |
| Item 15a - Actual Rent Paid on Date in Item 1..... | 10 |
| Item 15b - Reason for Difference..... | 10 |
| Item 16a - Reason for Initial Apartment Registration..... | 10 |
| Item 16b - Initial Apartment Registration Status..... | 11 |
| Item 17 - Owner/Managing Agent Name | 12 |
| Instructions for handling the tenant's copy of the Initial Apartment Registration form RR-1(i)..... | 12 |

| | |
|--------------------------------------------------------------------------|----|
| Building Registration | 12 |
| How to complete form RR-2(i) Initial Building Registration | 12 |
| Item 1 - Building ID Number/Building Type | 12 |
| Items 2-5 - Building Street Address | 13 |
| Items 6-11 - Owner Name and Address..... | 13 |
| Items 12-17 - Managing Agent Name and Address | 13 |
| Item 18 - Date Building Became Subject to Rent Stabilization | 13 |
| Item 19 - Building Status/Description/Financing Programs..... | 14 |
| Item 20 - Types of Units in Building | 15 |
| Item 21 - Total Number of Apartment Forms Submitted | 16 |
| Item 22 - Affirmation and Certification..... | 16 |
| Services Registration | 16 |
| Completing the Initial Building Services Registration form RR-3(i) | 16 |
| Item 1 - Building ID Number and Type..... | 16 |
| Items 2-5 - Building Address | 17 |
| Items 6-11 - Managing Agent Information | 17 |
| Item 12 - Floors | 17 |
| Item 13 - Who pays for the Heat?..... | 17 |
| Item 14 - Fuel Type | 17 |
| Item 15 - Services..... | 17 |
| Item 16 - Posting Date | 18 |
| Instructions for posting the Buildings Services Form RR-3(i)..... | 18 |

Introduction

State Law requires the owner of any housing accommodation subject to its provisions to initially register each individual housing accommodation with the New York State Division of Housing and Community Renewal (DHCR). It also requires the owner to annually update the registration each year using the Annual Rent Registration forms.

The Initial Registration consists of completing, mailing, and/or posting the following forms, as instructed in this booklet:

- Initial Apartment Registration form RR-1(i) for each apartment; and
- Initial Registration Summary form RR-2(i) for the building; and
- Building Services Registration form RR-3(i) for the building.

Please read and follow the instructions for completing each Initial Registration form carefully. If you have any questions concerning these forms, or the registration activity itself, please email PSU@hcr.ny.gov.

We recommend either typing directly into the PDF form or printing the form and using only black ink (please print) to help ensure legibility. The forms will be entered into our database, so it is very important that every required item has been completed and all information on all copies is clear and easy to read. Check to see that any necessary signatures appear. If a form requires the signature and seal of a notary public, be sure to have this done.

NOTE: If the information being provided in this initial registration is being established in whole or in part by a Municipal Regulatory Agreement and/or Tax Benefit Program and/or other housing programs, copies of relevant pages including established rents need to be submitted along with an explanatory cover letter and the required registrations forms.

DHCR Filing/Contact Information

For assistance in completing this initial registration packet, please submit an email to PSU@hcr.ny.gov.

For general information, including forms, applications, and printed material, please access the following link: <https://hcr.ny.gov/owners-and-managers>.

Filing the Initial Registration with DHCR

Please follow the steps below:

Place one copy of the Initial Registration Summary form and one copy of the Initial Building Services form on top of the stack of Initial Apartment Registration forms.

NOTE: If the information being provided in this initial registration is being established in whole or in part by a Municipal Regulatory Agreement and/or Tax Benefit Program and/or other housing programs, copies of relevant pages including established rents need to be submitted along with an explanatory cover letter and the required registrations forms.

Keep a copy of the entire submission for your records.

Place the registration forms and all related material in an envelope large enough to hold them flat and mail them to:

DHCR/ORA Rent Registration Unit
92-31 Union Hall Street
Jamaica, NY 11433

Incomplete Submissions

Please take note, incomplete and/or incorrect submissions not accepted for processing may be returned by mail with a DHCR notice or DHCR may contact the owner and/or managing agent by phone and/or email to attempt to resolve filing issue(s). When completing these forms, please enter phone numbers (including extensions) and email addresses to best contact you.

Reminder: when serving the tenant with a copy of the Initial Apartment Registration Form, service must be made by certified mail and owners should keep a copy of proof of mailing.

Annual Administrative Fee

Pursuant to the Rent Stabilization Law and the Emergency Tenant Protection Act (ETPA), there is an annual administrative fee paid by owners to the municipality for each apartment subject to Rent Stabilization/ETPA. The Housing Stability and Tenant Protection Act (HSTPA) has set this fee at \$20 per apartment.

For buildings in New York City, owners will be billed this fee by the NYC Department of Finance.

For buildings outside of New York City, owners will be billed this fee by the appropriate municipality.

Apartment Registration

Completing the Initial Apartment Registration form RR-1(i)

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, read the following.

This form needs to be filed for all apartments, whether occupied or vacant. If occupied, it must be served on the occupant by certified mail. Owners should maintain proof of mailing.

2. For Mitchell-Lama, refer to Advisory Opinion 91-2 available on our website.
3. For apartments becoming subject to Rent Stabilization because it was previously under Rent Control status, read the following.

This form needs to be filed for the subject apartment and a copy needs to be served on the first Rent Stabilized tenant by Certified Mail.

Owners are advised that the first Rent Stabilized tenant will have the right to file a Fair Market Rent Appeal (FMRA) with the DHCR.

One copy of the Initial Apartment registration form is supplied to the tenant by certified mail, one copy is retained by the building owner, and one copy is mailed to DHCR.

If the tenant in occupancy on the date in item 1 is not still in occupancy, the tenant currently in occupancy must receive the tenant's copy of this Initial Apartment Registration form.

Item 1 - Date apartment 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 programs, enter the date established by NYC Housing Preservation and Development (HPD) or the date established by the housing program or Municipal Regulatory Agreement.
2. For Mitchell-Lama, use the date established in Advisory Opinion 91-2 available on our website, (the date immediately preceding the date of the buy-out or other termination of such regulation).
3. For apartments becoming subject to Rent Stabilization because it was previously under Rent Control status, enter the date of first occupancy.
4. For apartments that are newly constructed in existing buildings already registered with DHCR, enter the date of first occupancy.

5. 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.
6. 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 2 - Date of this Initial Registration

Enter the date on which the Initial Apartment Registration form is being completed.

Item 3 - Building ID Number

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.

Item 4 - Street Address

Enter the principal address of the building. If there are multiple entrances (ex- garden complex) on different streets, list each of these with the principal address first. If the building is known by a specific name, enter that name here also. Do not use any abbreviations; spell out words completely (East, West, Road, Court, etc.).

Item 5 - City, Town or Village

Enter the name of the city, town, or village. Do not abbreviate.

Item 6 - Zip Code

Enter the zip code.

Item 7 - County

Enter the county name. Do not abbreviate.

Item 8 - Apartment Number or Location

Enter the apartment number. The apartment number entered will need to be used in future Annual Registration filings, which are done online.

If the building is a complex with multiple addresses, such as a range address, and apartments share the same apartment number but have different addresses in the complex, we recommend the following: enter the apartment number followed by parentheses specifying the address for each apartment. Example: "1A(100)" and "1A(120)".

If the apartment is newly constructed in an existing building already registered with DHCR, enter an apartment number not yet registered for the building.

Item 9 - Total Number of Rooms in Apartment

Enter the total number of rooms in the apartment as follows: count all rooms that have windows and contain at least 60 square feet; count all rooms that have no windows and contain at least 80 square feet; then add one room for any windowless kitchen measuring at least 59 square feet. Do NOT count bathrooms, half rooms, walk-in closets, etc.

Item 10 - Tenant Name(s)

For each Rent Stabilized tenant who is occupying the apartment and paying an Initial Legal Rent on the date in item 1, enter the name(s).

To indicate the apartment was vacant on the date in item 1, enter "Vacant".

There are exceptions for apartments in 421-a(1-15) and 421-a(16) buildings. Additional 421-a filing instructions are available on the website.

If the name of the tenant on that date is unknown by the current owner despite efforts to acquire this information from prior owner(s) or the current tenant, enter "Unknown."

NOTE: To identify a Temporary Exemption, write one of the following: Owner Occupied, Employee, Not-For-Profit, Commercial/Professional. See the following details.

For Apartments for which rent is not being paid and are owner-occupied or occupied by a family member of the owner, or employee-occupied at the time of Initial Registration, enter "Owner" or "Employee". Please note, while the apartments are "Temporary Exempt", these apartments do have Rent Stabilization status and are subject to the annual \$20 administrative fee per apartment.

Apartments that are occupied for commercial/professional or other non-residential purposes are also subject to Rent Stabilization. Please enter "Commercial/Professional". Please note, while the apartments are "Temporary

Exempt”, these apartments do have Rent Stabilization status and are subject to the annual \$20 administrative fee per apartment.

If the building is operated exclusively for charitable purposes on a not-for-profit basis, or the tenant is affiliated with the not-for-profit institution, enter “Not-For-Profit” and the name of the tenant and/or not-for-profit institution. Please note, while the apartments are “Temporary Exempt”, these apartments do have Rent Stabilization status and are subject to the annual \$20 administrative fee. For buildings being Initially Registered by Not-For-Profits whose units were occupied by tenants receiving homeless related services on 6/14/2019, contact PSU@nyshcr.org for specific instructions.

Item 11 - Lease Dates in effect on Date in Item 1

Enter the Beginning Lease Date and the Expiration Date for the lease in effect on the date in item 1.

If there is no written lease in effect, please leave this blank.

If the lease dates are unknown by the current owner despite efforts to acquire this information from prior owner(s), please leave this blank.

Item 12 - Equipment and services included in rent

Place an "X" in the appropriate box for each of the pieces of equipment or services in item 12 which is provided by the building owner and which is included in the rental amount.

If you enter an "X" for owner-provided room air conditioners, also enter the total number of air conditioners provided.

If any additional piece of equipment or services is provided by the owner and included in the rent, enter an "X" in the box marked "Other," and specify the additional piece of equipment or service(s).

Item 13 - Equipment and services for which a separate charge is collected by owner

Enter an "X" in the appropriate box for each of the pieces of equipment or services in item 13 which is provided to this apartment by the building owner at a separate charge and enter the total amount charged for all items selected in Item 13.

If you provide an additional piece of equipment or service(s) to this apartment for a separate charge, enter an "X" in the box marked "Other," and specify the additional piece of equipment or service(s).

If you collect a separate charge, such as a surcharge, not included in the rent and this surcharge is directed by a Regulatory Agreement and/or other housing program, enter an "X" in the box marked "Other," and specify the reason for the surcharge and enter the amount.

In addition: If you enter an "X" for garage space or parking space at a separate charge, also enter the monthly charge. If this is covered in a separate lease, enter the beginning and ending dates for that lease.

Item 14 - Legal Regulated Rent on Date in Item 1

Insert the rent for the apartment as of the date the apartment became subject to Rent Stabilization (the date in Item 1) and whether this amount is payable monthly or weekly.

If the rent on that date is unknown by the current owner despite efforts to acquire this information from prior owner(s) or the current tenant, enter "0.00" unless otherwise directed by other housing programs or specified in a Regulatory Agreement or the 421-a(1-15) and 421-a(16) instructions.

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 programs, please refer to the Regulatory Agreement and/or the 421-a(1-15) and 421-a(16) instructions at the following links and enter the rent directed in the instructions or the Regulatory Agreement or by other housing programs. Reminder: attach Regulatory Agreement and relevant documentation. For apartments that are Temporary Exempt (defined in Item 10), enter 0.00 unless otherwise specified in a Regulatory Agreement or the 421-a(1-15) and 421-a(16) instructions available on the website.
2. For Mitchell-Lama, please refer to Advisory Opinion 91-2 available on our website.
3. For apartments becoming subject to Rent Stabilization because it was previously under Rent Control status, enter the rent charged and paid.

Owners are also advised that occupants/tenants will have the right to file a Fair Market Rent Appeal (FMRA) with the DHCR.

4. For buildings in municipalities outside of New York City that have adopted Rent Stabilization/ETPA, enter the rent charged and paid on the date the apartment became subject to Stabilization/ETPA.

Owners are also advised that occupants/tenants will have the right to file a Fair Market Rent Appeal (FMRA) with the DHCR.

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

If the reason for the registration is "**New Construction**" (including 421-a Tax Benefit buildings), place an "X" in the box.

If the reason for the registration is "**Major Rehabilitation**" (including J-51 Tax Benefit buildings), place an "X" in the box.

If the reason for the registration is "**Apartment was previously under Mitchell-Lama**", place an "X" in the box.

If the apartment was previously occupied by a Rent Controlled tenant, place an "X" in the box labeled "**Apartment Previously Rent Controlled**" and enter the Rent paid by the prior tenant, the Maximum Collectible Rent (MCR) and the Maximum Base Rent

(MBR) for the apartment in the blank spaces. Enter the Date Rent Controlled Tenant Vacated.

Owners are also advised that for previously Rent Controlled apartments, occupants/tenants will have the right to file a Fair Market Rent Appeal (FMRA) with the DHCR.

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.

For apartments in buildings in municipalities that have recently adopted ETPA, place an "X" in the box labeled "**Other/Regulatory Agreement,**" and enter the phrase "ETPA Adoption".

If the apartment is newly constructed in an existing building already registered with DHCR, place an "X" in the box labeled "**Other/Regulatory Agreement,**" and specify the construction done with the apartment numbers of affected apartments already registered with DHCR, if any. Example: "Combined 1A and 1C".

Item 16b - Initial Apartment Registration Status

The apartment status selected must be either "Stabilized/ETPA" or "Permanently Exempt". (If you are required to file a late Initial Registration to designate an apartment as subject to Rent Control, leave Item 16b blank and in box 16a, place an "X" in "Other/Regulatory Agreement" and enter "Rent Control Registration.")

If the apartment is **Rent Stabilized**, place an "X" in the box labeled "**Stabilized/ETPA**". In addition, if the building receives tax benefits pursuant to RTPL, Sec. 421-a, place an "X" in the appropriate box to indicate whether the unit is a Market Rate unit or Income Restricted unit. If the unit is an Income Restricted unit, fill in the blank providing the household income limitation percentage that applies to the apartment.

If the apartment is "**Permanently Exempt**", a reason must be selected.

If the apartment is in a cooperative or condominium and is occupied by the owner or a non-protected tenant, place an "X" in the box marked "**Coop/Condo Occupied by Owner or Non-Protected Tenant**".

If the apartment is in a 421-a(16) building and the initial rent qualifies for High Rent Vacancy Deregulation (review the 421-a(16) instructions and related documents on our website), place an "X" in the box marked "**High Rent Vacancy Deregulation (421-a(16))**".

If the apartment has been directed to have a Permanently Exempt status by a Regulatory Agreement or other statutory provision, place an X in box "**Regulatory Agreement/Statutory Provision**".

NOTE: Temporary Exemptions (for which the subject apartment is subject to the annual \$20 administrative fee) are to be reported in item 10.

Item 17 - Owner/Managing Agent Name

Put the name and address of the preparer and place an "X" in the box next to the designation (Owner, Managing Agent or Coop/Condo Owner) which describes the preparer.

If the unit is a Coop/Condo, place an "X" in the box next to "Coop/Condo Owner" and enter the information for the unit owner.

An actual, physical street address is required by regulation, effective 11/8/2023.

Instructions for handling the tenant's copy of the Initial Apartment Registration form RR-1(i)

Address an envelope with the Initial Apartment Registration form enclosed to the tenant occupying the apartment on the date in item 1 unless that tenant has vacated. If that tenant has vacated, mail it to the current tenant, or if the apartment is currently vacant, mail it to the next tenant to occupy the apartment. For those apartments that were initially registered as vacant, mail it to the first occupying tenant. **In all cases delivery must be via certified mail.**

Building Registration

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.

An actual, physical street address is required by regulation, effective 11/8/2023.

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.

An actual, physical street address is required by regulation, effective 11/8/2023.

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 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.

Services Registration

Completing the Initial Building Services Registration form RR-3(i)

One Initial Building Services form must be submitted for each building being registered for the first time. One copy must be posted in the lobby of the building, one copy is returned to DHCR, and one copy is retained by the owner.

Item 1 - Building ID Number and 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 Address

Copy the building information exactly as it appears in items 4-7 of the Initial Apartment Registration form RR-2(i).

Items 6-11 - Managing Agent Information

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

An actual, physical street address is required by regulation, effective 11/8/2023.

Item 12 - Floors

Enter the number of floors/stories in the building.

Item 13 - Who pays for the Heat?

Place an **"X"** in the appropriate box indicating whether heat for individual apartments is provided by the owner to the tenants as part of the rent, or whether the tenants pay for their heat as an additional charge to the rent.

Item 14 - Fuel Type

Place an **"X"** in the appropriate box identifying the fuel used to heat the building. If oil is marked, also circle the type(s) of oil used.

Item 15 - Services

Place an **"X"** in the appropriate box(es) for each of the services listed which is provided by the owner to all tenants and is included in the rent.

In addition, if **"Maintenance Services"** is marked off, also enter the total number of full-time and part-time workers employed (full-time is considered 30 hours or more).

If **"Door /Lobby Attendant"** is marked off, enter the total number of hours per day this service is provided. If the hours differ on different days then enter the range of hours the service is provided. Example 8-16 hours per day.

If **"Attended Elevator"** is marked off, follow the instructions for Door/Lobby Attendant above.

Place an **"X"** in the box marked **"Other"** if other services are provided as part of the rent which are not listed in item 15 and specify the service.

Item 16 - Posting Date

Enter the date on which a copy of this Building Services form will be posted in the lobby of the building. This date may be no later than the date on which this registration is filed with DHCR.

Instructions for posting the Buildings Services Form RR-3(i)

One copy is to be posted in the building in a conspicuous location in the lobby for viewing by the tenants. In buildings which have no lobby, the form should be posted directly outside the managing agent's on-premise office.

Last updated on 3/2024