

MITCHELL LAMA MATTERS



2025



MESSAGE FROM THE DIRECTOR

Before you know it, it will be pumpkin spice lattes and sweater weather. Plan ahead to get a head start on the upcoming heating season.

In New York City, building owners are legally required to maintain certain indoor temperatures during the "heating season," which runs from October 1st to May 31st. Housing companies outside NYC are reminded that they must also comply with all State and local laws regarding heating seasons. We encourage all housing companies to take the time now to schedule routine heating system maintenance and service.

Warm Residents are Happy Residents.

MONTHLY ANNOUNCEMENTS

REMINDER ANNUAL AFFIDAVIT OF HOUSEHOLD INCOME FOR CALENDAR YEAR 2024 1ST SUBMISSION DUE 9/2/25.

- ALL HOUSING COMPANIES MUST SUBMIT INCOME AFFIDAVITS ELECTRONICALLY.
- HOUSING COMPANIES ARE RESPONSIBLE FOR CHECKING THAT THE FORMS ARE COMPLETELY FILLED OUT CORRECTLY AND LEGIBLY. ENFORCE A RESUBMISSION OF INCOME AFFIDAVIT IF THE INFORMATION ON FORM IS NOT LEGIBLE. NO CURSIVE HANDWRITING. THE HOUSING COMPANY IS REQUIRED TO ENSURE THAT THE SCAN IS OF HIGH QUALITY. INCORRECT SUBMISSIONS WILL HAVE TO BE CORRECTED BY THE HOUSING COMPANY AND THEN RESUBMITTED.
- RETAIN AN ELECTRONIC COPY OF THE ANNUAL INCOME AFFIDAVIT AND INSTRUCTIONS IN ADDITION TO THE PAPER COPY FOR TENANTS/COOPERATORS THAT WILL PREFER TO FILL OUT THEIR INFORMATION ELECTRONICALLY.
- DO NOT SUBMIT MORE THAN 2 SUBMISSIONS OF INCOME AFFIDAVITS. THE FIRST SUBMISSION IS DUE BY SEPTEMBER 2, 2025. IF ANOTHER SUBMISSION IS REQUIRED FOR LATE FILINGS AND/OR TAX EXTENSIONS, SUBMIT BY DECEMBER 31, 2025. ALL OTHER INCOME AFFIDAVITS SHOULD BE RETAINED BY MANAGEMENT AND NOT SUBMITTED UNLESS REQUESTED BY HCR.
- FOR GUIDANCE, PLEASE REFER TO MEMO #2025-B-2 AVAILABLE HERE [HTTPS://HCR.NY.GOV/MANAGEMENT-BUREAU-MEMORANDUM](https://hcr.ny.gov/management-bureau-memorandum)

REMINDER OF THE REQUIREMENT TO SUBMIT TIMELY WRITTEN RESPONSES TO SITE AND OFFICE VISIT REPORTS INCLUDING IDENTIFIED HEALTH AND SAFETY FINDINGS

- PURSUANT TO 9 NYCRR SECTION 1728- 2.2(B) "EACH HOUSING COMPANY SHALL FILE WITH THE DIVISION SUCH OTHER REPORTS AS THE DIVISION MAY REQUIRE." DHCR ROUTINELY PERFORMS SITE AND OFFICE VISIT REPORTS IN OUR PORTFOLIO. THE PURPOSE OF THESE SITE/OFFICE REPORTS IS TO RECOMMEND CORRECTION OF DEFICIENCIES, RECOMMEND IMPROVEMENTS WHERE WARRANTED, AND EVALUATE THE PROJECT'S OVERALL MANAGEMENT.
- HOUSING COMPANIES ARE REMINDED TO RESPOND TO ALL SITE AND OFFICE VISIT REPORTS IN A TIMELY MANNER. SUCH REPORTS ARE TO BE RESPONDED TO IN WRITING WITHIN 30 DAYS OF THEIR RECEIPT. ITEMS IDENTIFIED AS PART OF SITE/OFFICE VISIT REPORTS ARE TO BE RESPONDED TO DHCR WITH A WRITTEN PLAN OF ACTION AS TO HOW DEFICIENCIES WILL BE ADDRESSED, CORRECTED, OR FURTHER DOCUMENTED.
- ALL ITEMS NOTED AS 72-HOUR EXIGENT HEALTH AND SAFETY FINDINGS MUST BE IMMEDIATELY REMEDIATED OR WITHIN 72 HOURS OF THE ACTUAL SITE VISIT. DOCUMENTED CONFIRMATION OF SUCH REMEDIATION IS TO BE INCLUDED AS PART OF THE SUBMITTED 30-DAY RESPONSE.
- FAILURE TO COMPLY WITH PROVIDING THE REQUIRED 30-DAY RESPONSE AND OR FAILURE TO COMPLY WITH THE MANDATORY CORRECTION OF 72-HOUR HEALTH AND SAFETY FINDINGS WILL RESULT IN A FORMAL NOTICE OF NON-COMPLIANCE AND/OR MAY IMPACT CURRENT AND/OR FUTURE MANAGING AGENT CONTRACT EXTENSIONS.
- FOR GUIDANCE, PLEASE REFER TO MEMO #2023-B-14 AVAILABLE HERE [HTTPS://HCR.NY.GOV/MANAGEMENT-BUREAU-MEMORANDUM](https://hcr.ny.gov/management-bureau-memorandum)