



**ANNUAL APARTMENT REGISTRATION 2012**

**NOTICE: IMPORTANT TENANT INFORMATION ON OTHER SIDE OF FORM**

DHCR website: [www.nyshcr.org](http://www.nyshcr.org)

<p><b>1. Building Registration Number</b></p> <hr/> <p><b>2. Tenant in Occupancy on 4/1/2012:</b> <input type="checkbox"/> Vacant          LAST FIRST M.I.</p> <p><input type="checkbox"/> Tenant succeeded to apartment after 6/19/1997</p> <hr/> <p><b>3. Apartment Street Address</b></p> <hr/> <p><b>4. Apartment Number</b></p> <hr/> <p><b>5. City, Town or Village</b> <b>6. Zip Code (plus 4)</b>          NY</p> <hr/> <p><b>7a. If this apartment is temporarily exempt, indicate the reason below:</b>  <input type="checkbox"/> Transient Occupancy in Hotel/SRO  <input type="checkbox"/> Commercial/Professional (no C/O) <input type="checkbox"/> Owner Occupied/Employee  <input type="checkbox"/> Not Prime Residence/Not-for-Profit <input type="checkbox"/> Other</p> <hr/> <p><b>7b. If this Apartment became permanently exempt since 2011 Registration, indicate effective date and reason below:</b>          Effective Date of Exemption: ____/____/____          Month Day Year</p> <p><input type="checkbox"/> High Rent Vacancy          indicate Last Legal Regulated Rent \$_____per <input type="checkbox"/> Month <input type="checkbox"/> Week</p> <p><input type="checkbox"/> High Rent/High Income          (DHCR has issued a final order exempting apartment)</p> <p><input type="checkbox"/> Commercial/Professional (with C/O) <input type="checkbox"/> Coop/Condo Occupied by Owner or Non-Protected Tenant</p> <p><input type="checkbox"/> Substantial Building Rehabilitation <input type="checkbox"/> Other (specify) _____</p> <p>Qualifying Expiration of:  <input type="checkbox"/> Sec 11-243 or 11-244 (J-51) <input type="checkbox"/> Sec 608 <input type="checkbox"/> Sec 421-a</p>	<p><b>8a. Legal Regulated Rent on 4/1/2012</b>          \$_____per <input type="checkbox"/> Month <input type="checkbox"/> Week</p> <p><input type="checkbox"/> 421-a Income Restricted Unit* <input type="checkbox"/> 421-a Market Rate Unit          *This 421-a Income Restricted Unit is reserved for individuals or families whose incomes at the time of initial occupancy do not exceed _____% of the area median incomes, as adjusted for family size.</p> <hr/> <p><b>8b. Preferential Rent in effect on 4/1/2012</b>          \$_____per <input type="checkbox"/> Month <input type="checkbox"/> Week</p> <hr/> <p><b>9. Other Adjustments (select all that apply):</b>  <input type="checkbox"/> SCRIE <input type="checkbox"/> DHCR Rent Reduction Order  <input type="checkbox"/> Section 8 <input type="checkbox"/> DRIE <input type="checkbox"/> Appliance Surcharge  <input type="checkbox"/> Other (specify): _____</p> <p>Enter Actual Payment by Tenant on 4/1/2012 (if different than 8a or 8b)          \$_____per <input type="checkbox"/> Month <input type="checkbox"/> Week</p> <hr/> <p><b>10. Lease in effect on 4/1/2012</b> <input type="checkbox"/> None</p> <p>Began On ____/____/____ Expires On ____/____/____          Month Day Year Month Day Year</p> <hr/> <p><b>11. Rent has changed since 2011 registration due to: (check one or more)</b>  <input type="checkbox"/> Second Succession <input type="checkbox"/> Lease Renewal <input type="checkbox"/> Vacancy Lease <input type="checkbox"/> 421-a (2.2%)</p> <hr/> <p><b>12. Rent changes since 2011 registration due to DHCR rent adjustment order(s): (check one or more)</b>  <input type="checkbox"/> Major Capital Improvement <input type="checkbox"/> Fair Market Rent Appeal <input type="checkbox"/> Rent Overcharge <input type="checkbox"/> Hardship</p> <hr/> <p><b>13. Rent changes since 2011 registration instituted without DHCR order (specify as many as apply):</b>          Effective Date ____/____ Monthly Rent Increase \$_____          Reason for Increase (check each improvement made in apartment):  <input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> A/C <input type="checkbox"/> Windows  <input type="checkbox"/> Other (specify): _____</p> <p>Effective Date ____/____ Monthly Rent Increase \$_____          Reason for Increase (check each improvement made in apartment):  <input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> A/C <input type="checkbox"/> Windows  <input type="checkbox"/> Other (specify): _____</p>
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<p><b>14. Owner/Managing Agent (check one)</b> <input type="checkbox"/> Owner <input type="checkbox"/> Managing Agent <input type="checkbox"/> Coop/Condo Owner          LAST NAME FIRST NAME M.I.</p> <hr/> <p>Street Address Apartment/Room Number</p> <hr/> <p>City, Town or Village State Zip Code</p>
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PARA INFORMACION EN ESPANOL, VEA RESPALDO DE ESTA FORMA.  
 RR-2A(2012)

**Copy 1 – DHCR Copy 2 – OWNER Copy 3 – TENANT (save for your records)**

**Tenant Information**  
**2012 Annual Apartment Registration**

**This form is for informational purposes.** Owners of buildings subject to rent regulation must annually register the buildings with our office, and tenants are provided a copy for review.

To obtain a registration rent history of your apartment and Fact Sheet #26 - Guide to Rent Increases, call the Rent Infoline at (718)739-6400. Upon review, if you believe that the rent being registered (see Item 8a) is excessive and not lawful (even if you are paying a **lower/preferential rent** - see Item 8b), discuss it with your building owner. If you are paying a **preferential rent**, you should be aware that the owner may have the right to collect the higher legal regulated rent upon renewal of your lease.

**Individual Apartment Improvements** (see Item 13) made when the apartment is vacant (see box 11) do not require DHCR review and approval. However, the rent increase for the improvements is limited to 1/40 of the cost in buildings with 35 units or less or 1/60 of the cost in buildings with more than 35 units. You can ask the owner to provide you with documentation that substantiates the cost of the improvements and the related rent increase calculations.

If you are not satisfied with the owner's responses and believe the rent is excessive and not lawful, you can file a complaint of Rent Overcharge. **In general, a complaint of Rent Overcharge is limited to an examination of the apartment's rent history only for the four (4) years preceding the filing date of the complaint.** A rent that is not challenged by a tenant within four (4) years and modified by a DHCR order becomes the legal regulated rent.

Additional information on protecting tenants' rights is available by calling our Rent Infoline at 718-739-6400 (translation is available in over 100 languages), visiting a Borough/District Rent Office or accessing our website at [www.nyshcr.org](http://www.nyshcr.org) (translation is available in several languages).

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**Esta forma es para fines informativos.** Propietarios de edificios sujetos a regulaciones de alquileres deben registrar dichos edificios con nuestra oficina, y los inquilinos deben recibir una copia para su revision.

Para obtener una copia de la historia de la renta registrada para su apartamento y la Hoja Informativa #26 - Guia para el Aumento de Alquiler en Apartamentos con Alquiler Estabilizado, llame la Linea de Informacion Arrendataria (718)739-6400. Despues de revisar la registracion, si usted cree que la renta registrada (ver #8a) es excesiva y no es legal, (aunque este pagando una **renta menor/renta preferencial** - ver #8b), discuta la informacion con el propietario del edificio. Si esta pagando una **renta preferencial**, debe estar informado que el propietario puede tener el derecho de cobrar la cantidad mayor o legal cuando renueve su contrato de arrendamiento.

Mejoras a apartamentos individuales (ver #13) hechas cuando el apartamento esta vacante (ver #11) no requieren la revision o aprobacion de DHCR. Sin embargo, el aumento de alquiler por las mejoras esta limitado a 1/40 del costo en edificios de 35 unidades o menos o 1/60 del costo en edificios de mas de 35 unidades. Tu puedes pedirle al propietario documentacion que verifique el costo de las mejoras y los calculos relacionados con el aumento en el alquiler.

Si no quedas satisfecho con la respuesta del propietario y crees que el aumento es excesivo o no esta de acuerdo con las leyes, tu puedes completar una queja de sobre cargo de alquiler. En general, una queja de sobrecargo de alquiler esta limitada al examen del alquiler del apartamento solamente por cuatro anos (4) precedentes a la fecha en que la queja fue sometida. Un alquiler que no es cuestionado por el inquilino dentro de un periodo de 4 anos y modificado por una order de DHCR se convierte en el alquiler de dicho apartamento.

Informacion adicional para proteger los derechos de los inquilinos esta disponible llamando a la linea de Informacion Arrendataria 718-739-6400 (traduccion disponible en 100 idiomas o mas), visitando una de nuestras oficinas en cada condado o visitando nuestro correo electronico [www.nyshcr.org](http://www.nyshcr.org) (traduccion disponible en varios idiomas).

**2012 Coop or Condo Owner Affirmation**

15. I (We) certify that I am (we are) maintaining and will continue to maintain all services furnished or required to be furnished to these premises/housing accommodations by any law, ordinance or regulation applicable to the premises/housing accommodations.

Building Registration Number \_\_\_\_\_

Apartment Number \_\_\_\_\_

I (We) affirm under penalties provided by law that every statement in this form is complete and accurate, to the best of my (our) knowledge and belief.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

If other than owner: \*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\* Agent may sign acting on behalf of the owner.