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HOW TO AMEND REGISTRATIONS – Issued 1/8/2014

Special Note: The Rent Code Amendments of 2014 provide that, an owner seeking to file an amended registration for other than the present registration year must seek an order from DHCR by filing an Administrative Determination (for details see Administrative Determination Procedure <http://www.nyshcr.org/Apps/RentReg/>) unless the amendment has been already directed by DHCR or another government agency that supervises the housing accommodation.

Current Year Annual Registration

Amended annual registrations will be accepted for filing by DHCR through March 31 which is the last day before the subsequent registration year commences. Amended annual registrations submitted after that date will be rejected, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment

Prior Year Annual Registration

Amended annual registrations for prior years will be rejected at all times, unless accompanied by an order/directive from DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Late Annual Registration

Late annual registrations (first submission as opposed to an amended filing) submitted for years prior to the one in effect will be accepted. However, amendments to these late registrations will be rejected at all times, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Initial Registration

Amended Initial registrations will be accepted for filing by DHCR through March 31 which is the last day before the subsequent registration year commences. Amended Initial registrations submitted after that date will be rejected by DHCR, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Owners Right to Challenge Rejection

Owners reserve the right to challenge the rejection of a registration filing and can seek formal review of the matter by submitting in writing a request for DHCR to file an Administrative Determination, pursuant to Rent Stabilization Code section 2522.6 or ETPA Section 2502.6 **Owners who file an Administrative Determination with DHCR may resubmit the amended registration with proof of the Administrative Determination filing and the registration will be accepted on an interim basis. The permanent acceptance or rejection will be dependent upon the outcome of the Administrative Determination.**