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## Annual Rent Registration Amendment Procedure – Issued 1/9/2014

**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.

Only building owners/managing agents can submit amendments.

The process for filing **Amendments** to previously submitted **Annual** Rent Registration information is as follows:

- Either photocopy the original building/apartment form manually submitted to the Division of Housing and Community Renewal (DHCR) or reprint the forms submitted through ARRO. If you do not have a copy of the original form, contact either [RentInfo@nyshcr.org](mailto:RentInfo@nyshcr.org); [PSU@nyshcr.org](mailto:PSU@nyshcr.org); or call Rent Info at 718-739-6400. A blank form will be provided to you for reproduction.

*(NOTE: amendments to annual rent registration submissions must be completed using the annual building and/or apartment registration forms for the **year** being amended).*

- Write the word **AMENDMENT** on top of both the building and apartment forms.
- Make the necessary changes directly on the form.
- Include a signed and notarized **RR-2S** form or the building summary submitted through the Annual Rent Registration Online (**ARRO**) system.
- Return the forms to the address below.
- Supply a copy of the amended apartment form to the tenant(s).

If you have any questions, please email [PSU@nyshcr.org](mailto:PSU@nyshcr.org) or call 518-486-3367.