



The City of New York
 Department for the Aging
Senior Citizen Rent Increase Exemption (SCRIE) Application

This form is for new
SCRIE Applicants only.
 (SEE REVERSE SIDE FOR INSTRUCTIONS)

A. TENANT INFORMATION

Last Name: _____ First Name: _____ Init: _____
 Street: _____ Apt.: _____ Borough: _____ Zip: _____
 PO Box: _____ PO Station: _____ Home Telephone: (____) ____ - _____
 Have you ever applied for SCRIE before? ___ No ___ Yes (Docket Number: _____ Year: _____)

B. THIRD PARTY INFORMATION (Tenant Representative)

Name _____ Address _____ Telephone _____
 _____ (____) ____ - _____

C. BUILDING OWNER

MANAGING AGENT

Name: _____
 Address: _____ Room No _____
 City: _____ State: __ Zip: _____

Name: _____
 Address: _____ Room No _____
 City: _____ State: __ Zip: _____

D. RENTAL and BUILDING INFORMATION

Date moved in: Month: _____ Year: _____
 Current Rent Dates: From _____ To: _____ Rent Amount: \$ _____
 New Rent Increase Dates: From _____ To: _____ Rent Amount: \$ _____
 Rent increase is for:
 1-year renewal lease ___ 2-year renewal lease ___ Fuel ___ Building Improvement (MCI) ___ Rent Control ___
 Other (explain): _____
 Does Rent Include gas? ___ Yes ___ No Electricity? ___ Yes ___ No
 My apartment has: # _____ rooms and # _____ windows.
 Apartment is: ___ Rent Stabilized ___ Rent Controlled ___ Rooming House ___ Hotel Name _____
 Building has: _____ less than 6 apartments _____ more than 6 apartments.

E. FAMILY & HOUSEHOLD INFORMATION (List all individuals living in Household)

Name	Relationship	Date of Birth	Social Security #
Self			

F. INCOME FOR CALENDAR YEAR PRIOR TO APPLICATION

Name	Social Security	SSI	Pension	Wages	Interest	Public Assistance	Rent from Boarders	Other
Self	\$							

G. ALLOWABLE DEDUCTIONS

Name	Fed/State/ Local Taxes	Union Dues	Court Orders/Support Payments	Social Security Taxes
Self	\$			

Tenant Affirmation and Income Disclosure. I hereby affirm under penalties provided by law that the contents of this document are true, correct and complete to the best of my knowledge. I understand that disclosure of the total household income is mandatory to obtain SCRIE. All parts of this application are subject to verification. I may be required to provide additional information to support the application. I authorize the release of the above information to the Social Security Administration or other agencies for the purpose of determining my eligibility for other entitlements or benefits.

PRINT NAME

SIGNATURE

DATE

SCRIE ELIGIBILITY REQUIREMENTS

The Senior Citizen Rent Increase Exemption Program provides exemption from rent increases to New York City tenants:

- who are 62 years of age or older;
- who live in a rent-regulated apartment or hotel;
- whose annual household income is \$26,000 or less;
- whose rent has been increased and represents more than one-third (1/3) of the total household income.

Tenants who live in a Public Housing Authority Project or receive Section 8 rental subsidies do not qualify for SCRIE benefits.

- For information regarding this and any other city services, call 311.

APPLICATION INSTRUCTIONS

- A. TENANT INFORMATION.** Print all information clearly in ink.
- B. THIRD PARTY.** Complete this section only if you wish a third party to receive copies of notices regarding the continuation of your benefits. The party you designate will be contacted if SCRIE representatives are unable to contact you.
- C. BUILDING OWNER/MANAGING AGENT.** Provide owner/agent information requested.
- D. RENTAL INFORMATION.** If you have:
- Renewed your lease, attach a copy of the renewal lease and a copy of the prior lease. ALL leases must be signed by the building owner and the tenant.
 - Received a rent increase notice from your landlord, attach a copy of the notice and any other material received with the notice.
 - Received a fuel or building improvement increase, attach a copy of the notice.
- E. FAMILY AND HOUSEHOLD.** List all persons living in you household. Applicants must provide proof of date of birth by attaching a copy of one of the following: • Birth Certificate • Passport • Driver's License • Baptismal Certificate • Medicaid Card • School or Census Records • Resident Alien Card • Naturalization Certificate
- F. INCOME.** List all income that you and each member of your household received for the year prior to the date of your application. A boarder's income should not be listed; however, payment received from the boarder should be counted as income for yourself. List income by annual amount. Attach copies of all documentation to verify each source of income listed. Appropriate proofs of income include the following: • Federal 1040 Income Tax Return and all applicable schedules • Social Security Benefit Letter (from Social Security Administration) • Social Security Retirement Survivors, and Disability Insurance Letter • Supplemental Security Income (SSI) Letter • Form SSA-1099 Social Security Benefit Statement • Public Assistance benefits letter (need not include food stamps) • Retirement award letter • Pension Statement • Year End Bank statements reflecting interest for entire year • IRA Income Statement If you retired during the year preceding the rent increase or during the same year of the rent increase, report only the income you will receive over the next 12 months.
- G. ALLOWABLE DEDUCTIONS.** List only those deductions noted on the form. These will be deducted from your income before your eligibility for SCRIE is determined.
Proofs of deductions include 1040 Federal Income Tax Return and court orders.
SIGNATURE. Please sign and date the application. Without your signature, the application cannot be processed and will be returned to you.

Mail Your Completed Application to:
The New York City Department for the Aging
Senior Citizen Rent Increase Exemption (SCRIE) Program
2 Lafayette Street, 6th Floor
New York, NY 10007

APPLICATION CHECKLIST

DID YOU REMEMBER TO:

- ✓ Attach a copy of one proof of date of birth?
- ✓ Attach copies of income documentation for all sources noted on your application?
- ✓ Attach a copy of your new lease or Rent Increase Notice?
- ✓ Sign the application and fill in all the information requested?