

**New York City  
Department of Housing Preservation  
and Development**

**Office of Preservation Services/  
Division of Code Enforcement**

**Office Locations  
& Contact Numbers**

**Bronx:**

1932 Arthur Avenue (3<sup>rd</sup> Floor)  
Bronx, New York 10457  
(718) 579-6790

**Brooklyn:**

701 Euclid Avenue  
Brooklyn, New York 11208  
(718) 827-1942  
210 Joralemon Street (Room # 806)  
Brooklyn, New York 11201  
(718) 802-3662

**Manhattan:**

94 Old Broadway (7<sup>th</sup> Floor)  
New York, New York 10027  
(212) 234-2541

**Queens:**

120-55 Queens Boulevard (1<sup>st</sup> Fl.)  
Kew Gardens, New York 11424  
(718) 286-0800, (718) 286-0808,  
(718) 286-0809

**Staten Island:**

Borough Hall (2nd Floor)  
St. George, New York 10301  
(718) 816-2340



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**This pamphlet contains frequently asked questions for owners concerning property registration and is provided for your convenience only. For complete information, consult the law and applicable rules.**

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The New York City Department of Housing Preservation and Development (HPD), Division of Code Enforcement, is responsible for enforcing the New York City Housing Maintenance Code and the New York State Multiple Dwelling Law.

For more information or to learn more about the New York City Department of Housing Preservation and Development please visit our website [www.nyc.gov/hpd](http://www.nyc.gov/hpd) or call the City's Citizen Service Center at 311.

[www.nyc.gov/hpd](http://www.nyc.gov/hpd)



**The City of New York  
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Department of Housing Preservation  
& Development**

For New York City Information Call 311

# FAQs

## Frequently Asked Questions

About...

# Property Registration



# FAQs

## Frequently Asked Questions

### **What types of dwellings are required to have registration statements filed with HPD?**

An annual registration statement must be filed for all multiple dwellings (this includes garden-type dwellings that are designed to provide three or more apartments) and private dwellings (one- and two-family dwellings) where neither the owner nor any family member occupies the dwelling.

### **Who has to register?**

The owner of the dwelling must register.

### **How does filing a registration statement help owners?**

Registration provides owners with an opportunity to be contacted by HPD and notified of any emergencies at the property. Early notification will allow an owner to make necessary repairs and avoid the inconvenience and cost of having HPD perform emergency repairs. Registration may also prevent the issuance of violations and civil penalties for failure to register.

### **When are owners required to register?**

Owners who are required to file registration statements with HPD must do so once a year. The exact timing will depend on the dwelling size. All multiple dwellings with three to five units are to register in October and all multiple dwellings with six or more units are to register in April. HPD sends a notice or reminder of the required registration due date approximately one month prior to the registration date. Owners of private dwellings where neither the owner nor any family member occupies the dwelling are required to register within 10 days from the date neither the owner nor any family member occupies the dwelling and then every October.

### **What information must an owner provide to register a dwelling?**

The registration statement must include owner name; owner business and residence address; if the owner of a multiple dwelling is a corporation the names and addresses of any person whose share of ownership of the corporation exceeds twenty-five percent; if the owner of a multiple dwelling is a partnership the name and business address of the partnership and the names and business addresses of each general partner and the names and business addresses of each limited partner whose share of ownership of the partnership exceeds twenty-five percent; managing agent name and address and a telephone number within the greater metropolitan area where an owner or managing agent may be reasonably expected to be reached at all times.

### **Is a United States Post Office box an acceptable business address for purpose of the property registration?**

No. For the purpose of the property registration, a United States Postal Service mail delivery box, a mail delivery box maintained through a privately operated mail handling facility or the address at which any similar service is provided is not a valid business address.

### **What are the penalties for failing to register?**

Failure to file a registration statement may result in the issuance of a Class "A" non-hazardous violation. Civil penalties, which can be imposed by the Court, range from \$250 to \$500.

### **Where can an owner obtain a registration form?**

Registration forms may be obtained from HPD's website ([www.nyc.gov/hpd](http://www.nyc.gov/hpd)). Registration forms are also available at each Borough Code Enforcement office.

### **Who is required to sign the registration statement?**

The registration statement must be signed by the owner, or, if the owner is a corporation, by any officer of the corporation. The managing agent or designee of a private dwelling must also sign the registration statement to indicate consent to such designation.

### **Is there a fee or payment for filing a property registration?**

Yes, a registration statement must be submitted with a thirteen dollar (\$13) filing fee. The thirteen dollar fee must be in the form of a check or money order made payable to New York City Commissioner of Finance. Through the HPD online property registration form for residential owners, registration payment may now be made by credit card. American Express, Discover, Mastercard and Visa are all accepted. By completing the registration form online, owners will instantly be alerted of any errors or information missed. Owners are still required to print the form and mail the signed copy to HPD.

### **Does an owner who changes his/her address have to change the registration statement?**

Yes. An owner must change the registration statement within five days if there is a change in address of the owner, a change in the list of officers of the owner-corporation, or a change in address of any of the listed officers. There is no filing fee for updating information on a registration statement.

### **Who should an owner contact for assistance with the registration process?**

Owners who have questions or require assistance with the registration process may contact the Registration Assistance Unit at (212) 863-7000.

### **What is the responsibility of a managing agent?**

The managing agent is designated by the owner to be in control of and responsible for the maintenance and operation of the dwelling and to authorize, on behalf of the

owner, the correction of any emergency conditions or the making of any emergency repairs.

### **Are there any qualifications for being designated a managing agent?**

Yes. A managing agent must be a "natural person" over age 21 and must reside in the city or customarily and regularly attend a business office maintained within the city. An owner or corporate officer who meets the qualifications may be designated to serve and can be registered as the managing agent.

### **Can a managing agent terminate his/her designation as managing agent?**

Yes, the managing agent can terminate his or her agency, but to do so he or she must file a written notice with HPD and serve a copy of such notice upon the owner.

The notice must state the registration number and address of the building along with the name and address of the owner and an affidavit of proof of service upon the owner.

The termination will not become effective until eight days after the filing of written notice to HPD. Before the effective date, the owner must file a statement with HPD designating a new managing agent.

### **What should an owner do if a managing agent dies, is declared incompetent by a court or moves out of New York City?**

The owner should designate a new managing agent. The owner will have eight days to file a statement with HPD designating the new managing agent.

### **Can an owner change the managing agent?**

Yes, the owner can terminate the designation of a managing agent at any time by filing a statement designating a new managing agent.