

# INSTRUCTIONS FOR FILING A SENIOR CITIZEN RENT INCREASE EXEMPTION (SCRIE) APPLICATION

The SCRIE law provides for exemptions from basic rent/carrying charge increases for low income senior citizens living in the following types of developments: City or State Limited Profit, Limited Dividend, Redevelopment, Housing Development Fund and 213 Cooperative Housing Companies.

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## ELIGIBILITY

You are eligible for an exemption if you met the following conditions on the effective date of the rent/carrying charge increase:

- You (or your spouse) lived in the apartment;
- You (or your spouse) were the head of the household;
- You (or your spouse) were 62 years of age or older;
- The total household income did not exceed \$29,000 for increases effective July 1, 2009 thru June 30, 2010 (Household Income for all persons living in household) ;
- Your annual basic rent/carrying charge was more than or equal to one-third of your total annual household income. Any portion of your rent/carrying that is for utility costs or other fees or charges, are not considered part of your base rent/carrying charge.
- You are **NOT** on any other rent/carrying charge assisted program (e.g. **Sect 8, SCHE, DRIE, RAP**).

If you meet all the above conditions, complete the attached application.

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## GENERAL INSTRUCTIONS

Read all instructions carefully before filling out application. Please print with a ball-point pen or use a typewriter.

1. All of the financial information required is for the calendar year immediately **PRIOR** to the year in which the increase became effective (January through December).

There are two exceptions:

- a) If you (or your spouse) are on Social Security, take the gross Social Security amount for the month prior to the effective date and multiply that number by 12 (including Medicare benefits).
  - b) If you (or your spouse) retired, please provide proof, including the date of retirement.
2. You must attach proof of age and income to this application.  
Proof of Social Security benefits may be obtained from your local Social Security office. If a tax return has been filed, please supply a copy of the **FEDERAL** tax return. Proof of interest, dividends, pension, wages, SSI, etc. must also be attached. If you are a public assistance recipient, we require proof of public assistance received.

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## APPLICATION PROCEDURE

**PART A.** Please complete top portion of application.

**PART B.** List each member of the household by name, date of birth and social security number.

**PART C.** All income declared is for the calendar year prior to the effective date.

**EXCEPTION** Social Security income is the gross amount one month prior to the effective date multiplied by 12.

**PART D.** Indicate if a tax return was filed one calendar year prior to the effective date. Enter the total of all Federal, State, City Income taxes and Social Security taxes actually paid by everyone listed. Attach proof. (Refunded taxes are not to be included.)

**PART E.** Read carefully, sign and date.

**NOTE: Mail all applications directly to:**

**SCRIE UNIT**

**New York City Department of Housing Preservation and Development  
Division of Housing Supervision  
100 Gold Street, 9<sup>th</sup> floor  
New York, New York, 10038**

**If you have any questions, please call (212) 863-8494**

You will be notified as to whether or not you are eligible for this program. If you are eligible for an exemption from the rent/carrying charge increase, you will receive a letter notifying you of the amount subsidized by the SCRIE Program.

**The effective date of a subsidy for applications received more than 120 days from the date of an increase, shall be the first day of the month following the date of receipt of the application.**