



**Loft Board**

280 Broadway, 5<sup>th</sup> Floor  
New York, New York 10007  
nyc.gov/loftboard

TEL: (212) 393-2616  
FAX: (646) 500-6169

# Notice of Rent Guidelines Board (RGB) Increase Filing

FOR OFFICE USE ONLY

DOCKET #: \_\_\_\_\_

## INSTRUCTIONS

1. You **must** file two (2) copies of this form together with any attachments.
2. You **must** attach proof of compliance with Article 7-B or the Certificate of Occupancy.

### Location Information:

House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_

Borough \_\_\_\_\_ IMD No \_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Relationship to Owner: \_\_\_\_\_

### ARTICLE 7-B Compliance or Certificate of Occupancy:

ARTICLE 7-B Compliance \_\_\_\_\_  
(filing will not be deemed complete without proof of Article 7-B compliance)

Certificate of Occupancy for the building was issued on \_\_\_\_\_

Attach a copy of the Certificate of Occupancy  
(filing will not be deemed complete without a copy of the Certificate of Occupancy)

**Rent:**

**AFFECTED PARTIES:** Affected parties are all occupants of covered residential units in the building, except those units that are exempt from rent regulation. List all affected parties and for each affected party, indicate the party's maximum rent permissible under Loft Board rules.

Name	Mailing Address	Rent
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

*If there are more than eight affected parties, attach a separate sheet listing the affected parties' names and mailing addresses.*



**Affidavit Related to  
Notice to Affected Parties**

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_) ss.

\_\_\_\_\_, being duly sworn, deposes and says:

1. I am over the age of 18 and reside at \_\_\_\_\_.

2. I am the

[owner]

[principal/partner/officer/agent of the owner]

of the IMD building located at \_\_\_\_\_.

3. On \_\_\_\_\_, I mailed or caused to be mailed a notice, by first class mail and certified or registered mail, to the affected parties listed on the second page advising them of:

- a. the date of compliance with Article 7-B or the date of issuance of the Certificate of Occupancy for the building,
- b. the maximum rent permissible under the Loft Board rules, and
- c. their right to elect RGB Board increases applicable to one or two-year leases.

4. A true and correct copy of the notices to the affected parties is attached to this filing.

5. I am aware that the Loft Board may rely on the truth of these statements in setting the initial legal regulated rents.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**NOTARY PUBLIC**

***If you do not attach copies of the notices to the affected parties, the Loft Board will deem your filing incomplete and processing of the filing will be delayed.***

***False statements may subject you to the penalties provided by law, including fines and/or imprisonment.***



# Notice To Occupant of Rent Regulated Unit Initial Legal Regulated Rent and Code Compliance Costs

Date \_\_\_\_\_

### Owner or Managing Agent Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Affected Party Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

IMD Address (if different): \_\_\_\_\_

IMD No. \_\_\_\_\_ Unit No. \_\_\_\_\_

The owner of the building either achieved compliance with Article 7-B of the Multiple Dwelling Law or the Department of Buildings issued a Certificate of Occupancy for the residential portions of the building on \_\_\_\_\_. Section 2-01(i)(1) of Title 29 of the Rules of the City of New York (29 RCNY) entitles the owner to annual or biannual rent increases equal to Rent Guidelines Board (RGB) increases for your unit. See <https://www1.nyc.gov/site/rentguidelinesboard/rent-guidelines/apartment-loft-orders-explanatory-statements.page>. Owner intends to file and collect such increases. As required by Loft Board rules, we are sending this notice to:

- confirm the maximum permissible rent for your unit;
- tell you whether we will be asking for a rent adjustment based on the costs of code compliance; and
- confirm whether you want a one or two year lease.

### Maximum Permissible Rent

According to our records, the maximum permissible rent for your unit is \$\_\_\_\_\_ per month. This amount includes any increases and escalations permitted under the Loft Board's Interim Rent Guidelines (29 RCNY §§2-06 or 2-06.1 or 2-06.2) and the rent increases permitted under Multiple Dwelling Law §286(2)(ii) and Loft Board rule § 2-12. It does not include the RGB increases provided under 29 RCNY § 2-01(i)(1).

According to 29 RCNY § 2-01(i)(1)(iv), **if you dispute the stated maximum permissible rent for your unit, you must notify the Loft Board and the owner in writing of the amount in dispute and the reason you dispute the maximum rent, within 45 calendar days of the date this letter was mailed to you. Failure to notify the Loft Board within 45 calendar days will be deemed an acceptance by you of the maximum permissible rent under Loft Board rules as stated above.**



**Rent Adjustment Based on Code Compliance Costs**

Code compliance costs are the amount of money the owner spent to legalize the residential portions of the building and the common areas. The Loft Law allows the owner, if it so desires, to recover some of these costs. The check in the box below tells you whether or not the owner will ask to recover these costs. If the owner checks the box indicating it does not waive its right to recover these costs and the owner files an application asking the Loft Board to determine the rent adjustments based on these costs, you will receive additional information.

The Owner:

Waives its right to a rent adjustment based on the necessary and reasonable costs of obtaining a certificate of occupancy

**or**

Does not waive its right to a rent adjustment based on the necessary and reasonable costs of obtaining a Certificate of Occupancy.

**Rent Term (Owner to complete)**

Under subsection 2-01(i)(1)(iii) of the Loft Board rules, you are entitled to elect the RGB percentage increases applicable to either one or two year leases. The election is binding on you for the entire period prior to registration of the building with the New York State Division of Housing and Community Renewal. The following table shows the one and two-year percentage rent increases established by the RGB and the amount your new rent would be based on those percentages.

Lease Term	RGB Percentage Increase	Old Rent	New Rent
One (1) year	_____ %	\$ _____	\$ _____
Two (2) year	_____ %	\$ _____	\$ _____

According to the Loft Board rules, you must notify tell the loft board **in writing within 45 calendar days** of the mailing date of this notice **whether you want a one year or a two year lease**. If you fail to notify the loft board within 45 calendar days of the mailing date of this notice, the loft board will set your rent based on the percentage applicable to one year leases.

All letters from you to the Loft Board must be on the form enclosed with this notice. Fill in, sign and send the form to:

**New York City Loft Board  
280 Broadway, 5th Floor  
New York, New York 10007**

If you have any questions regarding the maximum permissible rent for your unit, you may call the undersigned at \_\_\_\_\_. If you have any questions about the Loft Board rules you may call the Loft Board at (212) 393-2616.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Title*



RGB Rent Increase Tenant Response Form
Pursuant to 29 RCNY §2-01(i)(1)

Affected Party Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

IMD Address (if different): \_\_\_\_\_

IMD No. \_\_\_\_\_ Unit No. \_\_\_\_\_

1. Maximum Permissible Rent Under Loft Board Rules

Check either A or B. If you check B, fill in the rent amount and provide copies of three recent rent payments.

- A. I agree that the maximum permissible rent of \$\_\_\_\_\_ for my unit, as stated in the notice from the owner, is correct.
B. I dispute the maximum permissible rent for my unit stated in the notice from the owner. I believe the maximum permissible rent is \$\_\_\_\_\_. I have enclosed proof of three recent rent payments. My reasons for disputing the maximum rent are:

Four horizontal lines for providing reasons for disputing the maximum rent.

Attach a separate rider if additional space is necessary.

2. Election for RGB Increases

Check either A or B. If neither is selected, a one-year period will be assumed. Please complete this section even if you dispute the maximum permissible rent in Section 1.

- A. I hereby elect to have rent increases governed by Rent Guidelines Board increases applicable to one year leases.
B. I hereby elect to have rent increases governed by Rent Guidelines Board increases applicable to two year leases.

Sincerely,

Signature line

Date line

Name (print) line