This quarterly report has been prepared pursuant to **Local Law 161 of 2017** and covers the third and fourth quarters of 2018.
The number of complaints received by the Office of the Tenant Advocate (OTA) and a description of such complaints.

- Since the establishment of the OTA in June 2018, the OTA has received **240 inquiries**. This does not include complaints filed through 311 related to construction as harassment, which are routed directly to the Department of Buildings (Department) Office of the Buildings Marshal (OBM).
Number and description of complaints received by OTA continued:

- Such inquiries primarily include:
  - Inquiries pertaining to Department processes (e.g. how to post/deliver tenant protection plans);
  - Inquiries pertaining to general maintenance requirements/failure to maintain;
  - Work Without a Permit complaints;
  - Failure to comply with a Tenant Protection Plan complaints; and
  - Failure to post a Tenant Protection Plan Notice or Safe Construction Bill of Rights complaints.
Average time taken to respond to complaints:

- The average response time from the date on which an inquiry was received by the OTA to the date on which it was responded to was **5.28 days**.

- The average time to respond for an inquiry that required an inspection was **5.88 days**. OBM receives referrals from the OTA and performs these inspections.

- The average time for OBM to perform these inspections was **1.74 days**.
Description of efforts made to communicate with tenants:

- The OTA interacts with members of the public on a daily basis. The OTA’s contact information is listed on the Department’s website. The OTA can be contacted at: (212) 393-2949 or tenantadvocate@buildings.nyc.gov.

- The OTA also serves as a resource to property owners, community based organizations, city, state and federal elected officials, and government agencies.

- The OTA is broadening its outreach and will have more to share in subsequent reports.
Number of recommendations made to the Commissioner to issue a Stop Work Order for a site that is not complying with a Tenant Protection Plan and the number of such recommendations followed by the Commissioner:

- Since June 2018, **11 inspections** triaged through the OTA resulted in a Stop Work Order being issued. These Stop Work Orders were issued for violations ranging from Work Without a Permit to non-compliance with the applicable Tenant Protection Plan.