



# User Guide

# *NYC LEAP*

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The Landlord Express Access Portal (LEAP) provides important tools and information for landlords and managing agents of buildings with tenants enrolled in New York City's Rent Freeze Program, also known as the Senior Citizen Rent Increase Exemption (SCRIE) and Disability Rent Increase Exemption (DRIE) programs.

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## Section I - NYC LEAP Homepage

The NYC LEAP homepage can be found at: <http://nyc.gov/nycleap>. Once you visit the site, you can take advantage of the resources described below:

**A. Rent Freeze Guide for Tenants:** This direct link opens the tenants' user guide, which can help owners and managing agents answer additional questions from their Rent Freeze tenants. The guide will open in a separate tab so it does not interrupt your current NYC LEAP session.



বাংলা | 中文 | français |  
kreyòl ayisyen | 한국어  
| русский | español

**B. NYC LEAP Application:** This link will direct you to the NYC LEAP application. A user name and password are required because the application contains specific information about the properties you currently own or manage. It will also give you specific information about the tenants who live in properties that are part of the Rent Freeze Program.

[Begin Using LEAP](#)

(Please see pages **5-35** of this guide for a full explanation of NYC LEAP.)

**C. FAQs:** Here you will have access to the most Frequently Asked Questions about the Rent Freeze Program. Once you click on the FAQ bar, a dropdown menu of all FAQs will open.

[▶ Rent Freeze Program - Frequently Asked Questions \(FAQs\)](#)

The top five questions will appear. Click the “Read More” button to see additional questions. To see the answer to a question, click on the question bar that contains your question.



**D. Glossary of Terms:** Here you will find all terms associated with the Rent Freeze Program, as well as their definitions. Once you click on the Glossary of Terms bar, a dropdown menu of all terms will open.



You can jump to specific terms by using the letter categories at the top. A - F | G - L | M - R | S - Z If you would like to see all the terms on one page, simply click the “Read More...” button.



**E. Rent Guidelines Board (RGB):** This link will open in a separate window and contain a PDF document of the most up-to-date RGB apartment orders to help determine what the appropriate rent increase should be during a specified period of time. To access, click the Rent Guidelines Board bar.



You will be able to print this PDF document, which will open in a separate tab in your internet browser. Closing the page when you are done will not interfere with the NYC LEAP page you have open.

F. **Major Capital Improvements (MCI) Basics**: This link will open a dropdown window and give a brief description of what MCI covers. You will also see an additional link directing you to more information about MCIs.

▶ [Major Capital Improvements \(MCI\) Basics](#)

G. **Sample Rental Documents**: This section will provide a look at the different types of rental documents, as well as a section-by-section description of requirements for each field of the document in order to successfully process the document.

▶ [Sample Rental Documents \(New Window\)](#)

H. **Forms**: By clicking on this bar, you will gain access to all forms associated with the Rent Freeze Program.

▶ [Forms](#)

I. **Helpful Links**: You will gain access at this bar to other sites that can assist you. Each page will open in a separate tab to ensure it does not interrupt your current NYC LEAP session.

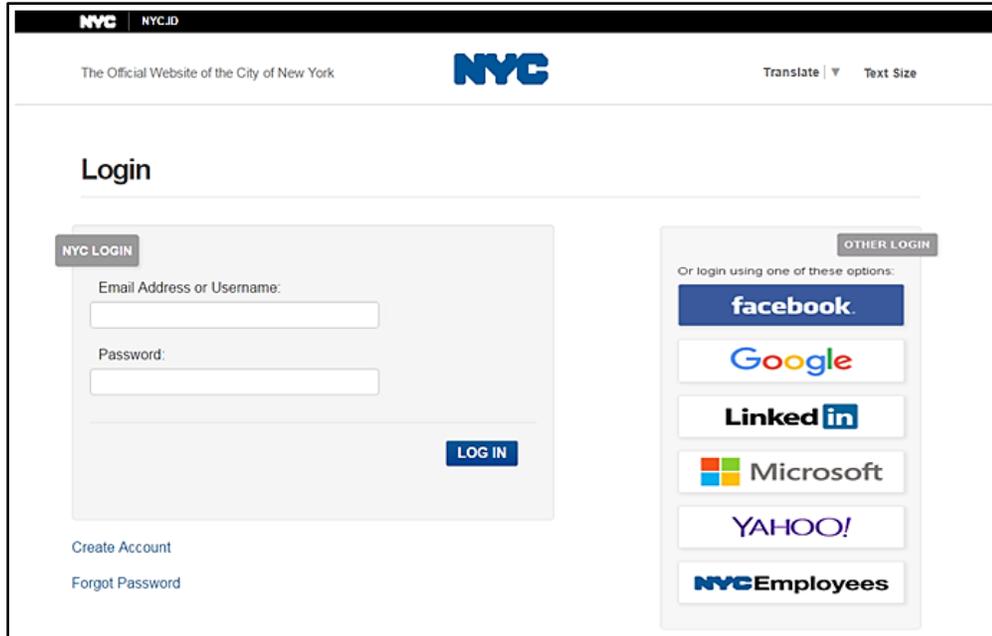
▶ [Helpful Links](#)

J. **Email Us**: This link will generate a web form for you to contact member of the Rent Freeze Program customer service team. A representative will reply by email or call with a response.

Need Help? Contact 311 or [Email Us](#).

## Section II - NYC LEAP Application

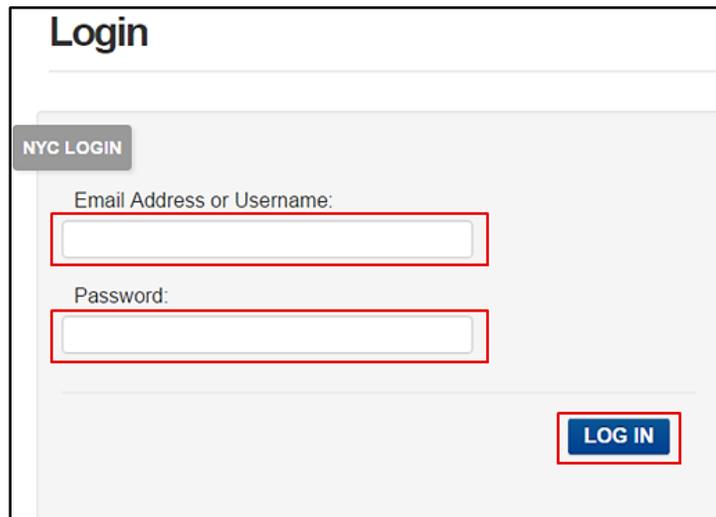
A. **Login Page:** Below is the first screen you will see to enter the NYC LEAP application.



The screenshot shows the NYC LEAP Login Page. At the top, there is a navigation bar with the NYC logo and the text "The Official Website of the City of New York". Below the navigation bar, the page title "Login" is displayed. The main content area is divided into two sections: "NYC LOGIN" and "OTHER LOGIN". The "NYC LOGIN" section contains two input fields: "Email Address or Username:" and "Password:", followed by a "LOG IN" button. Below these fields are links for "Create Account" and "Forgot Password". The "OTHER LOGIN" section is titled "Or login using one of these options:" and lists several social media and service providers: Facebook, Google, LinkedIn, Microsoft, YAHOO!, and NYC Employees.

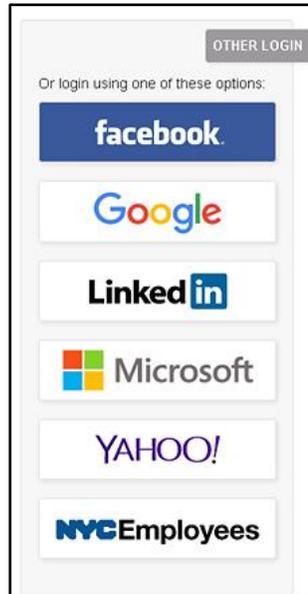
You can log into the site a number of ways:

1. You can use your existing NYC LOGIN by entering your email address. You will also need to enter your password and then click the "Log In" button.



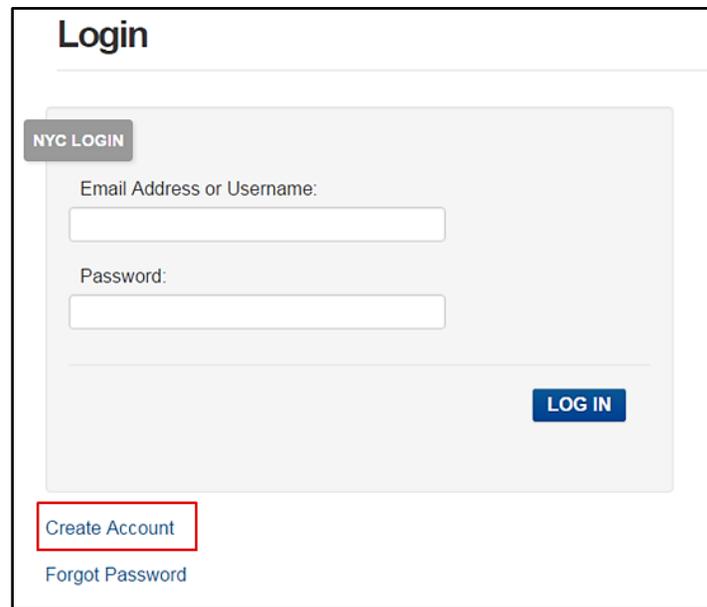
This is a close-up view of the "NYC LOGIN" form. It features two input fields: "Email Address or Username:" and "Password:". Both input fields are highlighted with a red border. Below the input fields is a "LOG IN" button, also highlighted with a red border.

2. You may also use the login information of one of your social media accounts to access NYC LEAP. Click on one of the choices and you will be directed to a new login screen.



If you do not have access by any of the ways mentioned above, you will need to register for a NYC LOGIN by clicking the [Create Account](#) link.

3. Click on the link found in the bottom left hand corner



Next, follow the steps to set up a new account as shown on the page:

The Official Website of the City of New York **NYC** Text Size

### Create Account

**EMAIL**

? Email Address or Username:

Confirm Email Address or Username:

**PASSWORD**

? Password:  Password Good

Confirm Password:

**NAME**

First Name:

Middle Initial:

Last Name:

- a. Enter an email address.
- b. Confirm the email address.
- c. Enter a desired password. Click the ? button for password criteria.
- d. Confirm the password you have selected.
- e. Enter your first name.
- f. Enter your middle initial (if applicable).
- g. Enter your last name.

You will also be asked to select three (3) different security questions. Use the dropdown menu for each question and provide your answer in the box below the question.

Before you click the “Create Account” button, be sure to check the box that indicates you understand and agree to the terms and conditions.

**SECURITY**

Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include < ". If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1: What is the name of your first pet? ▾  
Answer 1: Fluffy

Security Question 2: What was your favorite teacher's name? ▾  
Answer 2: Mr. Thompson

Security Question 3: Who was your best friend when you were a child? ▾  
Answer 3: Peter

Display Answers:  Show  Hide

Check the box to indicate that you understand and agree to the  NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.

**CREATE ACCOUNT**

Once you click the “Create Account” button, you will receive a confirmation email to verify that you provided the information. Click on the link to validate your credentials.

**NYC.gov - NYC.ID Confirm Your Email Address** 📧

NYC.gov to you [show details](#) ▾

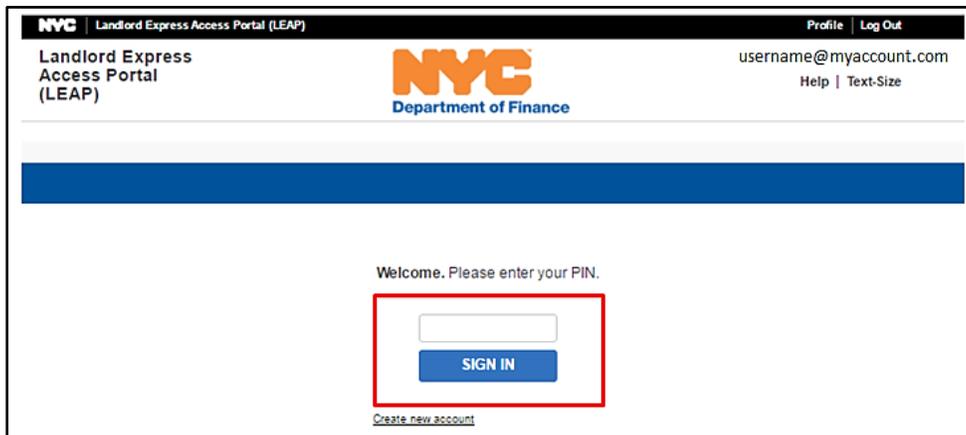
You have just created a user account with City of New York. If this was not authorized, [report the incident](#).

[Click this link](#) to confirm your email address.

Be sure to go back to the NYC LEAP homepage (<http://nyc.gov/nycleap>) and click on the “Begin Using LEAP” button.

**Begin Using LEAP**

If this is your first time logging into NYC LEAP via any of the methods above, you will see a PIN page. If you received a notice with a PIN number, enter the information here and click the “Sign In” button. If you received a PIN, you have been pre-registered, and your profile information has been included. It is a one-time use PIN so you will not need it after the first use.



The screenshot shows the NYC LEAP login interface. At the top, there is a navigation bar with the NYC logo and the text "Landlord Express Access Portal (LEAP)". On the right side of the navigation bar, there are links for "Profile" and "Log Out". Below the navigation bar, the page displays the NYC Department of Finance logo and the user's email address "username@myaccount.com". There are also links for "Help" and "Text-Size". The main content area features a blue horizontal bar. Below this bar, the text "Welcome. Please enter your PIN." is displayed. A red rectangular box highlights a text input field for the PIN and a blue "SIGN IN" button. At the bottom of the page, there is a link for "Create new account".

If you were not provided a PIN or your PIN has expired, click the Create New Account link. This will take you to a page to enter your information to be submitted to the Department of Finance for activation.

NYC Landlord Express Access Portal (LEAP) Profile | Log Out  
Landlord Express Access Portal (LEAP) NYC Department of Finance username@myaccount.com Help | Text-Size

Welcome. Please enter your PIN.

SIGN IN

Create new account

Follow the steps below to fill out the form. Your name and email address will already be pre-populated from your NYC LOGIN account.

Registration

Role: \* --Select Role-- Parcel(s): [Add New](#)

EIN/SSN: [ ]

Name: \* Jack Nimble

Organization: [ ]

Address: \* Bldg No [ ] Address Line 1 [ ]  
Address Line 2 [ ]

City: \* [ ]

State: \* New York

Zip: \* [ ]

Email: \* username@myaccount.com

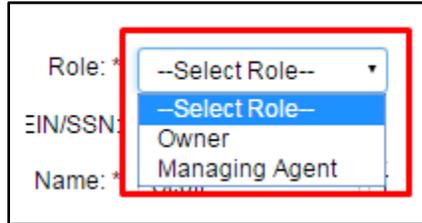
Phone: \* Number [ ] Ext. [ ]

\* Required field

Submit Reset

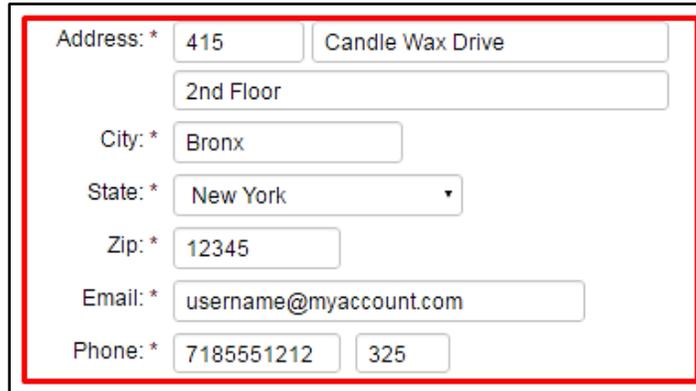
#	Borough	Block	Lot	Action
---	---------	-------	-----	--------

1. Select your role (owner or managing agent) from the drop down menu.



A screenshot of a form field labeled "Role: \*". A dropdown menu is open, showing the following options: "--Select Role--", "--Select Role--", "Owner", and "Managing Agent". The dropdown menu is highlighted with a red border.

2. Enter your building address information and phone number.



A screenshot of a form for entering building address information. The form includes the following fields: Address: \* (415, Candle Wax Drive, 2nd Floor), City: \* (Bronx), State: \* (New York), Zip: \* (12345), Email: \* (username@myaccount.com), and Phone: \* (7185551212, 325). The entire form is highlighted with a red border.

3. You will now have to assign all the borough, block and lot numbers (BBLs) you would like to have associated with your profile:
  - a. Click the Add New link to to enter a BBL.



A screenshot of a table with the following columns: #, Borough, Block, Lot, and Action. The "Add New" link is highlighted with a red border.

#	Borough	Block	Lot	Action
---	---------	-------	-----	--------

- b. Select the proper borough from the dropdown menu and then enter your block and lot numbers.



A screenshot of a table with the following columns: #, Borough, Block, Lot, and Action. The "Borough" column has a dropdown menu with "Manhattan" selected. The "Block" column has the value "1500" and the "Lot" column has the value "255". The "Action" column has "Save" and "Cancel" buttons. The "Borough", "Block", and "Lot" cells are highlighted with a red border.

#	Borough	Block	Lot	Action
	Manhattan	1500	255	Save Cancel

c. When you are done with this entry, click the Save link.

Parcel(s):				<a href="#">Add New</a>
#	Borough	Block	Lot	Action
	Manhattan ▾	1500	255	<a href="#">Save</a> <a href="#">Cancel</a>

d. If you need to add another BBL, repeat steps (a – c); otherwise, click the “Submit” button. Your request will be sent to DOF for validation. Once it has been approved or denied, you will receive an acknowledgement by email.

## B. Search Tab

The screenshot shows the NYC Landlord Express Access Portal (LEAP) interface. At the top, there is a navigation bar with the NYC logo, the text 'Landlord Express Access Portal (LEAP)', and user information 'username@myaccount.com'. Below this is a secondary navigation bar with 'Search', 'RGB Calculator', and 'My Account'. The main content area is titled 'Search' and contains a form with the following fields: 'Benefit' (dropdown menu), 'Docket' (text input), 'Name' (split into 'First Name' and 'Last Name' text inputs), 'BBL' (dropdown menu), 'Block' (text input), 'Lot' (text input), and a checked checkbox for 'Current Applications Only'. At the bottom of the form are 'Search' and 'Reset' buttons.

The search tab will assist you in locating any or all of your tenants currently enrolled in the Rent Freeze Program. You may use any or all of the search criteria you see on this screen.

1. **Benefit** – This pulldown menu allows you to search either DRIE or SCRIE tenants.
2. **Docket** – You may search by entering your tenant’s DRIE or SCRIE docket number.
3. **Name** – You may enter just the first or last name of the tenant or you may enter both first and last names.
4. **BBL** – Searching by Borough / Block / Lot number displays any Rent Freeze program tenant currently residing at that particular property.
5. **Current Applications Only** – Leave this box checked if you are looking for current applications. If you want to see all applications (Current and Previous) uncheck the box during your search.

## C. Search Tab Results

NYC Landlord Express Access Portal (LEAP) Profile Log Out

Landlord Express Access Portal (LEAP) NYC Department of Finance username@myaccount.com Help | Text-Size

Search RGB Calculator My Account

### Search

Benefit:  Docket:  Name:

BBL:  Block   Current Applications Only

Click an Application to view details: ■ Current Application ● Previous Application

Item(s) 1 to 2 of 2 Items per page: 40

#	Docket	Application	Benefit	Entry Date	Type	Status	Status Date	Name	Address	Apt.	
1	S6312	<a href="#">933766</a>	SCRIE	7/27/16	Renewal	Under Review		Dolce, Scott	59 Maiden Lane	6C	<span style="color: green;">■</span>
2	S6312	<a href="#">889640</a>	SCRIE	8/24/15	Initial	Approved	1/12/16	Dolce, Scott	59 Maiden Lane	6C	<span style="color: red;">●</span>

Go to Page:  of 1

Once you enter your search criteria, click the “Search” button. The results will be displayed at the bottom of the page. You will have the following additional options for how your data is presented:

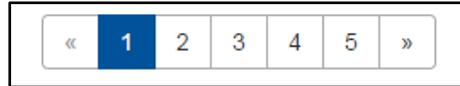
1. You can determine the number of records you would like to see on one page. (10-20-40).

■ Current Application ● Previous Application

Items per page: 40

Name	Address	Apt.	
Dolce, Scott	59 Maiden Lane	6-L	<span style="color: green;">■</span>

2. If your results produce more than one page, you can use the page advance to jump to another page. This option is found at the bottom of the page on the right-hand side.



3. If your results produce more than one page, you can also use the Go to Page function to advance to the desired page. This option is found at the bottom of the page on the left-hand side.



## D. Search Tab Application Selection

NYC Landlord Express Access Portal (LEAP) Profile Log Out  
 Landlord Express Access Portal (LEAP) NYC Department of Finance  
 username@myaccount.com Help | Text-Size

Search RGB Calculator My Account

### Search

Benefit:  Docket:  Name:    
 BBL:     Current Applications Only

Click an Application to view details: ■ Current Application ● Previous Application  
 Item(s) 1 to 2 of 2 Items per page: 40

#	Docket	Application	Benefit	Entry Date	Type	Status	Status Date	Name	Address	Apt.	
1	S6312	<a href="#">933766</a>	SCRIE	7/27/16	Renewal	Under Review		DoIce, Scott	59 Maiden Lane	6C	■
2	S6312	<a href="#">889640</a>	SCRIE	8/24/15	Initial	Approved	1/12/16	DoIce, Scott	59 Maiden Lane	6C	●

Go to Page:  of 1

\* Please note the color key for the Application Status.

■ Current Application ● Previous Application  
 Items per page: 40

Name	Address	Apt.	
Ice, Scott	59 Maiden Lane	6-L	■
Ice, Scott	59 Maiden Lane	6-L	●

Your tenant may have more than one application on file due to renewals. If you see a tenant with two or more records and you are looking for the most current application, be sure to select the one with the **GREEN** square.

To see the detailed information on a specific tenant, click the application link associated with the tenant.

Click an Application to view details: ■ Current Application   ● Previous Application  
 Item(s) 1 to 2 of 2 Items per page: 40 ▼

#	Docket	Application	Benefit	Entry Date	Type	Status	Status Date	Name	Address	Apt.	
1	S6312	<a href="#">933766</a>	SCRIE	7/27/16	Renewal	Under Review		Dolce, Scott	59 Maiden Lane	6C	■
2	S6312	<a href="#">889640</a>	SCRIE	8/24/15	Initial	Approved	1/12/16	Dolce, Scott	59 Maiden Lane	6C	●

## E. Search Tab Application Details

**Application Details (889640)**
[Back To List](#)

Primary Applicant: Dolce, Scott	Docket No.: S6312	Application Status: Approved
Benefit Type: SCRIE	Docket Year: 2015	Application Type: Initial
BBL: (Manhattan) 1-3257-6	Apt No.: 6C	Application ID: 889640
Address: 59 Maiden Lane	Date Received: 8/20/2015	Date Entered: 8/24/2015
Apt Type: Rent Stabilized	Lease Start: 8/1/2014	Lease End: 7/31/2016
Exemption Effective: 9/1/2015		Months: 24

Rent Calculation
Document Upload
TAC Reports

**Rent Calculation**

Order No.	Renewal Legal Rent	Calculated Tenant to Pay	Monthly TAC	Months	New Monthly TAC	Total TAC
RGB45-1	\$963.90	\$894.57	\$69.33	11	\$69.33	\$762.63
<b>Total TAC:</b>						<b>\$762.63</b>

**Individual TAC Summary**

Order No.	TAC ID	Issued Date	Type	Effective Start	Effective End	Date Posted to Account	Total TAC	Amount Paid To Date	Balance
RGB45-1	T889640	1/12/2016	Credit TAC	9/1/2015	7/31/2016	5/18/2016	\$762.63	\$762.63	\$0.00
<b>Total:</b>							<b>\$762.63</b>	<b>\$762.63</b>	<b>\$0.00</b>

**TAC Transferred Details**

S. No.	TAC ID	Exemption Period	W/Amt.	Months	Transferred	Posted	Tax Assessment Period
1	T889640	07/01/2015 - 12/31/2015	\$69.33	6	\$277.32	01/18/2016	07/01/2015 - 12/31/2015
2	T889640	01/01/2016 - 06/30/2016	\$69.33	6	\$415.98	01/18/2016	01/01/2016 - 06/30/2016
3	T889640	07/01/2016 - 12/31/2016	\$69.33	6	\$69.33	05/18/2016	07/01/2016 - 12/31/2016
<b>Total Amount Transferred:</b>					<b>\$762.63</b>		

Once you click on the application number the Application Details page for the selected tenant will be displayed. The top of the page covers the basic information about the tenant and stays displayed at the top of the screen as you move from tab to tab on the page. Here is a breakdown of the three tabs found on the Application Details page:

1. **Rent Calculation Tab** – This tab displays rent and Tax Abatement Credit (TAC) information for the applicant’s current approved benefit period.

Order No.	Renewal Legal Rent	Calculated Tenant to Pay	Monthly TAC	Months	New Monthly TAC	Total TAC
RGB45-1	\$963.90	\$894.57	\$69.33	11	\$69.33	\$762.63
<b>Total TAC:</b>						<b>\$762.63</b>

Order No.	TAC ID	Issued Date	Type	Effective Start	Effective End	Date Posted to Account	Total TAC	Amount Paid To Date	Balance
RGB45-1	T889640	1/12/2016	Credit TAC	9/1/2015	7/31/2016	5/18/2016	\$762.63	\$762.63	\$0.00
<b>Total:</b>							<b>\$762.63</b>	<b>\$762.63</b>	<b>\$0.00</b>

S. No.	TAC ID	Exemption Period	M/Amt.	Months	Transferred	Posted	Tax Assessment Period
1	T889640	07/01/2015 - 12/31/2015	\$69.33	6	\$277.32	01/18/2016	07/01/2015 - 12/31/2015
2	T889640	01/01/2016 - 06/30/2016	\$69.33	6	\$415.98	01/18/2016	01/01/2016 - 06/30/2016
3	T889640	07/01/2016 - 12/31/2016	\$69.33	6	\$69.33	05/18/2016	07/01/2016 - 12/31/2016
<b>Total Amount Transferred:</b>					<b>\$762.63</b>		

Below are the descriptions for each section of the Rent Calculation tab:

**a. Rent Calculation:**

- Order No. – Rent Guidelines Board (RGB) Order No. in effect for the lease benefit period.
- Renewal Legal Rent – This is the rent recorded by the SCRIE-DRIE database as the rent in effect for the benefit period. If a lease was provided, the Renewal Legal Rent is the prior rent multiplied by the RGB percentage in effect for the lease benefit period. If a lease was not provided, the Renewal Legal Rent is the prior rent with no increase. If the applicant resides in a rent-controlled apartment, the Renewal Legal Rent is the total Maximum Collectible plus fuel, if any, for the benefit period or the prior Renewal Legal Rent if no Rent Control documents were provided upon renewal.
- Calculated Tenant to Pay – This is the amount of rent the SCRIE or DRIE beneficiary must pay their landlord.

- Monthly TAC – The difference between the Renewal Legal Rent and the Calculated Tenant to Pay.
- Months – The number of months in the benefit period or number of months in adjustment period.
- New Monthly TAC – If different from (d) above – this may be due to an adjustment done (MCI, Rent Control, etc.) The adjustment then gets added to Monthly TAC.
- Total TAC – Monthly TAC or New Monthly TAC multiplied by number of months in the benefit period or number of months in adjustment period.

**b. Individual TAC Summary:**

- Order No. – Rent Guidelines Board (RGB) Order No. in effect for the lease benefit period.
- TAC ID – Unique number for TAC benefit associated with applicant for benefit period = T plus Application ID.
- Issued Date – Date TAC was issued by DOF.
- Type – Refers to the type of TAC (Credit or Debit)
  - Credit – TAC is being credited to landlord.
  - Debit – TAC is being debited from landlord.
- Effective start – The date the benefit/adjustment begins.
- Effective end – The date the benefit/adjustment ends.
- Date Posted to Account – Date TAC was posted to landlord’s property tax account.
- Total TAC – Monthly TAC or New Monthly TAC multiplied by number of months in the benefit period or number of months in adjustment period.
- Amount Paid to Date – Amount of Total TAC paid to the landlord to date.
- Balance – Balance of Total TAC owed to the landlord.

**c. TAC Transferred Details:**

- S. No – Sequence number.
- TAC ID – Unique number for TAC benefit associated with applicant for benefit period = T plus Application ID.
- Exemption Period – Six-month period which TAC is paid according to fiscal year (i.e. 1/1/2016 to 6/30/2016 or 7/1/2016 to 12/31/2016).
- M/Amt – Monthly TAC amount or the difference between the Renewal Legal Rent and the Calculated Tenant to Pay.
- Months – Number of months in TAC period.
- Transferred - Total amount of TAC transferred to landlord's Building/Block and Lot.
- Posted – Date TAC was posted to BBL.
- Tax Assessment Period – Six-month period which TAC is paid according to fiscal year (i.e. 1/1/2016 to 6/30/2016 or 7/1/2016 to 12/31/2016).

**2. Document Upload Tab** – Use this tab to submit all supporting documentation needed to process the SCRIE or DRIE application.

\* Please review all documents prior to uploading them to this portal to ensure that they do not contain any personal identifying or confidential information such as Social Security Numbers. By proceeding, you acknowledge that the Department of Finance will not be liable for any damage arising from uploading data to the portal.

Rent Calculation | **Document Upload** | TAC Reports

Upload up to 5 file(s) at once. Each file must be 2MB or smaller in size. File types are limited to: .pdf. Click the Upload button when ready.

Document(s): [Add New](#)

Type	File Name	Action
------	-----------	--------

**Disclaimer:** Please review all documents that you upload to this portal to ensure that they do not contain any personal identifying/confidential information, such as Social Security Numbers. By proceeding, you acknowledge that the Department of Finance will not be liable for any damage arising from uploading data to the portal.

- a. Follow the steps below to upload a document: Click the Add New link. This will insert a row for the document.
- b. Select the type of document you will be uploading.

Upload up to 5 file(s) at once. Each file must be 2MB or smaller in size. File types are limited to: .pdf. Click the Upload button when ready.

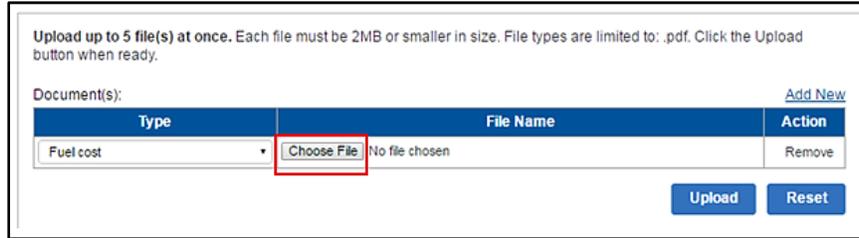
Document(s): [Add New](#)

Type	File Name	Action
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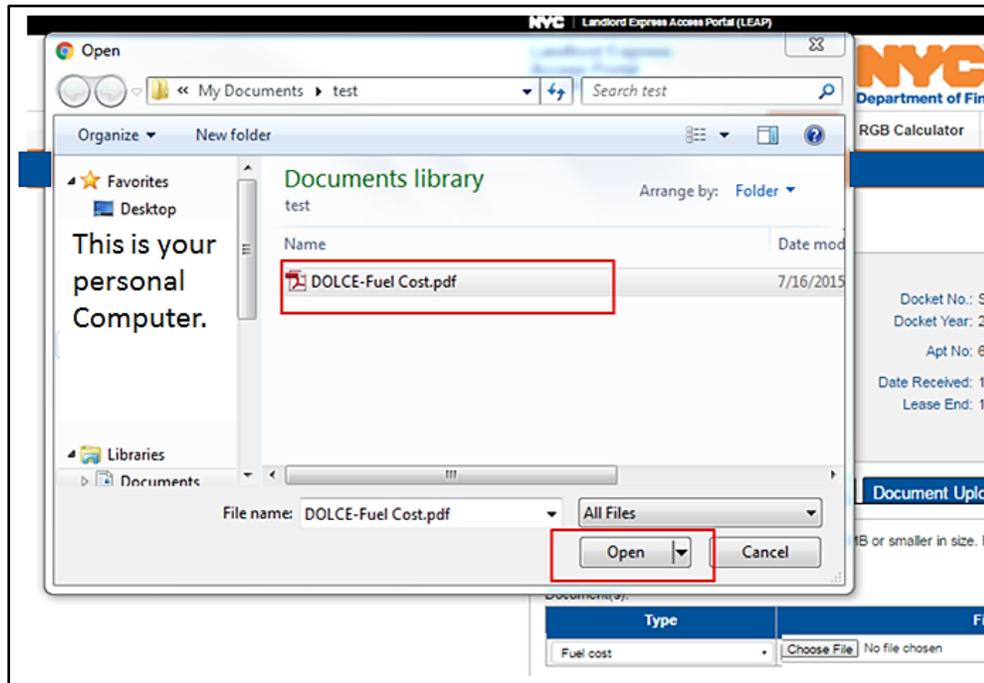
Document(s):

Type	File Name	Action
--Select--	<input type="button" value="Choose File"/>	
--Select--		
Individual Apartment Improvements		
RN 26s		
Fuel cost		
Commissioner Orders		
Ineligibility		
Property Ownership Change form		
Leases		
MCI Orders		
J-51		
Other		

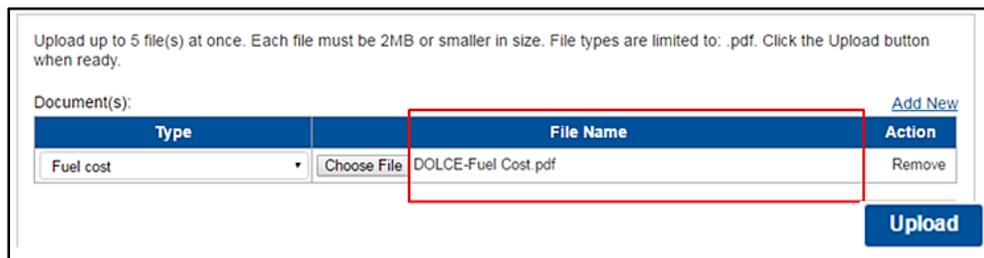
- c. Click the Choose File button to navigate to your local computer to find the PDF file you are looking to upload.



- d. Select your file and then click the OPEN button to attach your file to the NYC LEAP Application.



You will now see your file name on the screen.



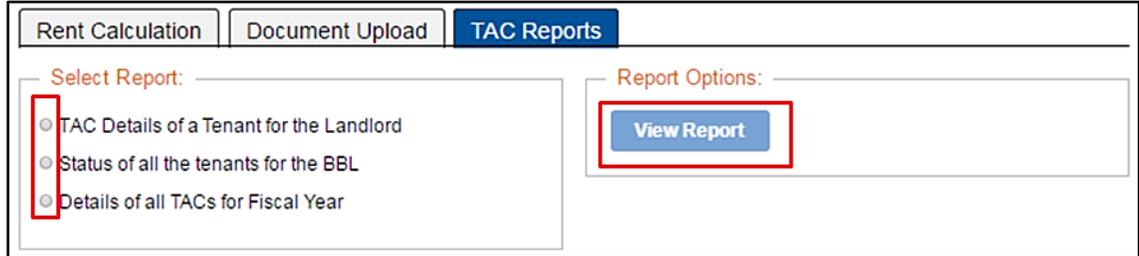
- e. You now have three options:
- 1) You can add another file by repeating steps A-D  
(Remember: you can only upload five (5) files at one time).
  - 2) You can remove the file from the queue to be uploaded.
  - 3) You can press the Upload button to send it to the Department of Finance for processing.

Upload up to 5 file(s) at once. Each file must be 2MB or smaller in size. File types are limited to: .pdf. Click the Upload button when ready.

Document(s):

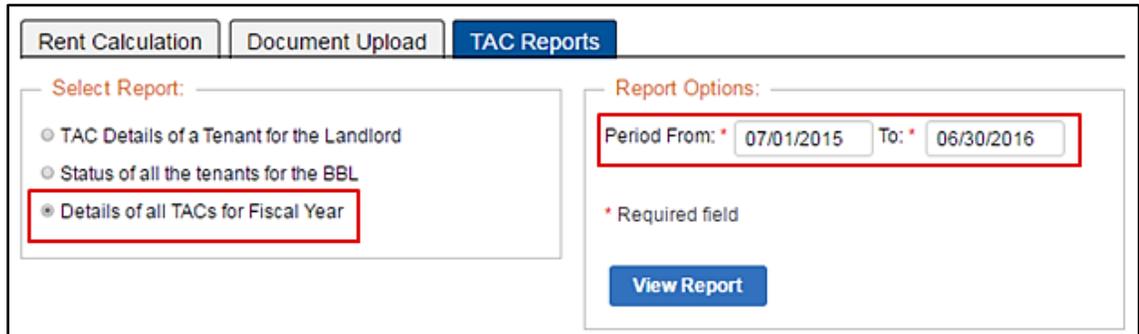
Type	File Name	Action
Fuel cost	<input type="button" value="Choose File"/> DOLCE-Fuel Cost.pdf	<input type="button" value="Remove"/>

**3. TAC Reports Tab** – You may run any of the three available reports by selecting the radio button to the left of the desired report. Once you have selected the report, click the “View Report” button to display the report. It will be displayed in a separate window.



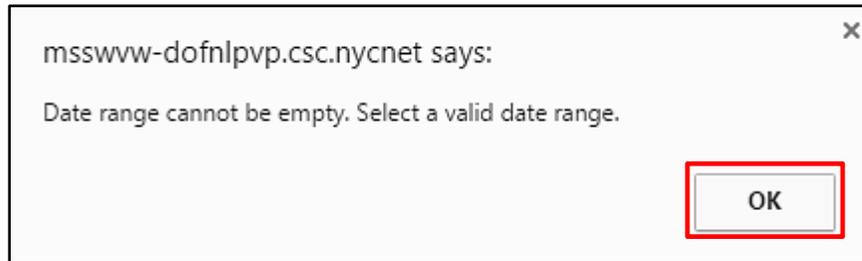
The screenshot shows the 'TAC Reports' tab selected. Under 'Select Report:', there are three radio buttons: 'TAC Details of a Tenant for the Landlord', 'Status of all the tenants for the BBL', and 'Details of all TACs for Fiscal Year'. The 'View Report' button is highlighted in the 'Report Options:' section.

If you choose the third report, (Details of all TACs for Fiscal Year), you must select a time period before you click the “View Report” button.



The screenshot shows the 'Details of all TACs for Fiscal Year' report selected. In the 'Report Options:' section, the 'Period From:' field is set to '07/01/2015' and the 'To:' field is set to '06/30/2016'. The 'View Report' button is highlighted.

Please note that if you do not enter the dates, the message box below will be displayed. Click Ok and enter the dates.



The error message box contains the text: 'msswww-dofnlpvp.csc.nycnet says: Date range cannot be empty. Select a valid date range.' The 'OK' button is highlighted.

If you need to return to your search results, simply click the [Back To List](#) link found in the upper right hand corner of the Application Details page.

The screenshot displays the NYC Landlord Express Access Portal (LEAP) interface. At the top, the header includes the NYC logo and 'Department of Finance' text. The page title is 'Landlord Express Access Portal (LEAP)'. The user is logged in as 'username@myaccount.com' with links for 'Profile' and 'Log Out'. Below the header, there are navigation links for 'Search', 'RGB Calculator', and 'My Account'. The main content area shows 'Application Details (889640)' with a 'Back To List' link highlighted in a red box. The application details are as follows:

Primary Applicant: Dolce, Scott	Docket No.: S6312	Application Status: Approved
Benefit Type: SCRIE	Docket Year: 2015	Application Type: Initial
BBL: (Manhattan) 1-3257-6	Apt No.: 6C	Application ID: 889640
Address: 59 Maiden Lane		

## F. RGB Calculator Tab

This tool is to help owners and managing agents calculate the rent for the lease period. It uses the start date of the lease, the lease term, as well as the applicable order.

The screenshot shows the NYC Landlord Express Access Portal (LEAP) interface. The header includes the NYC Department of Finance logo and the user's profile information (username@myaccount.com). The main navigation bar contains links for Search, RGB Calculator (highlighted), Property Change, and My Account. The RGB Calculator section includes the following fields:

- Start Date \* (text input: mm/dd/yyyy)
- Term \* (dropdown menu: --Select--)
- Order: \* (dropdown menu)
- Current Rent: \* (text input: \$ 0.00)
- Order Increase: (text input)
- Lawful Rent Increases: (text input: \$ 0.00)
- Additional Charges: (text input: \$ 0.00)
- New Legal Rent: (text input)

At the bottom, there are "Calculate" and "Reset" buttons, and a note: "\* Required field".

Follow the steps below to use the calculator:

1. Enter the start date of the tenant's new lease in the following format: mm/dd/yyyy. You can also select the date using the dropdown calendar.

This close-up screenshot highlights the "Start Date \*" field in the RGB Calculator. The field contains the placeholder text "mm/dd/yyyy" and is enclosed in a red box. Below the field, a calendar dropdown is visible, showing the month "Sep" and the year "2016". The calendar grid displays the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 1 to 30. The "Calculate" and "Reset" buttons are also visible at the bottom of the form.

2. Select the applicable term year for this new lease.

The screenshot shows the 'RGB Calculator' form. The 'Lease' field contains 'mm/dd/yyyy', the 'Start Date' field is empty, and the 'Order' field is empty. The 'Term' dropdown menu is open, showing options: '--Select--', '-Select-', '1 Year', and '2 Years'. The '1 Year' option is highlighted in blue.

3. The term selected will determine the applicable RGB Order. A one-year term will yield a different dropdown selection result than a two-year term. If there is only one available order for the selected term it will be the default choice in the Order box. If there are multiple options for the term; such as a percentage and a rate, you must select the right one from the dropdown list.

The screenshot shows the 'RGB Calculator' form. The 'Lease' field contains '09/01/2016', the 'Start Date' field contains '09/01/2016', and the 'Term' dropdown menu is set to '2 Years'. The 'Order' dropdown menu is open, showing options: '#47 - 2.00 %' and '#47 - 2.00 %'. The second option is highlighted in blue.

4. Once the Lease / Term / Order are established, enter dollar amounts for current rent, increases and charges into the applicable fields. Please note: "Current Rent" is the only required field.

The screenshot shows the 'RGB Calculator' form. The 'Lease' field contains '09/01/2016', the 'Start Date' field contains '09/01/2016', the 'Term' dropdown menu is set to '2 Years', and the 'Order' dropdown menu is set to '#47 - 2.00 %'. The 'Current Rent' field is highlighted in red and contains '\$ 1,200.00'. Other fields include 'Order Increase' (\$ 24.00), 'Lawful Rent Increases' (\$ 0.00), 'Additional Charges' (\$ 0.00), and 'New Legal Rent' (\$ 0.00). A legend indicates that an asterisk (\*) denotes a required field. At the bottom, there are 'Calculate' and 'Reset' buttons.

“Lawful rent increases” and “Additional charges” may also be entered, but are not required.

**RGB Calculator**

Start Date \*      Term \*

Lease: 09/01/2016      2 Years ▼

Order: \* #47 - 2.00 % ▼

---

Current Rent: \* \$ 1,200.00

Order Increase: \$ 24.00

**Lawful Rent Increases: \$ 5.00**

**Additional Charges: \$ 11.00**

New Legal Rent: \$ 0.00

\* Required field

**Calculate**      **Reset**

“Order Increase” and “New Legal Rent” are calculated fields. The rent increase will automatically be calculated in the Order Increase field based on the Order selected and the amount entered in the “Current Rent” field. “New Legal Rent” will show what the overall rent will be for the upcoming term. This field will populate once you click the “Calculate” button at the bottom of the page. The “Reset” button will clear all fields so you can do another entry.

**RGB Calculator**

Start Date \*      Term \*

Lease: 09/01/2016      2 Years ▼

Order: \* #47 - 2.00 % ▼

---

Current Rent: \* \$ 1,200.00

**Order Increase: \$ 24.00**

Lawful Rent Increases: \$ 5.00

Additional Charges: \$ 11.00

**New Legal Rent: \$ 0.00**

\* Required field

**Calculate**      **Reset**

## G. My Account Tab

NYC Landlord Express Access Portal (LEAP) Profile | Log Out

Landlord Express Access Portal (LEAP) NYC Department of Finance username@myaccount.com Help | Text-Size

Search RGB Calculator My Account

### My Account

[Name/Address](#)

Note: Name/Address changes made here are equivalent to submitting a Property Change form.

Parcels

Authorized Users

Activity

Role: Managing Agent

Name: \* John Jacobs

5959 LLC

Address: \* 5959 Riverside Road

PO Box 300387

City: \* Brooklyn

State: \* New York

Zip: \* 11230

Email: \* jjacobs@5959llc.com

Phone: \* 2122911111 325

\* Required field

Save Reset

This provides the ability to manage your profile. It is broken down into four sections.

1. **Name/Address** – The section shown in the above image allows you to update the information displayed and submit it to DOF for processing. This is the same as submitting the paper Property Change Form found on our website. Once you have updated the information, click the Save button. Please note: If you are a managing agent, you can edit the displayed information. If you are an owner, the fields are read-only.

2. **Parcels** – This section allows you to manage the properties with which you are associated. You may add and remove properties as needed. To remove a listed BBL, simply click Remove found to the far right of that row.

**My Account**

Name/Address

**Parcels**

Parcel(s):

#	Borough	Block	Lot	Address	Action
1	Brooklyn	1111	16	59 Maiden Lane	<a href="#">Remove</a>
2	Brooklyn	1112	17	59 Maiden Lane	<a href="#">Remove</a>

[Add New](#)

1

You will be prompted to confirm your changes. When you are done with your changes, be sure to click the Save button.

When adding a new BBL, click the Add New link. A new line will open for you to enter the information. Select a borough from the dropdown menu and then manually enter the correct block and lot. Be sure to click Submit in the Action column. Please allow 12 to 24 hours for your request to be processed.

**Parcels**

Parcel(s):

#	Borough	Block	Lot	Address	Action
1	Brooklyn	1111	16	59 Maiden Lane	<a href="#">Remove</a>
	-Select-				<a href="#">Submit</a> <a href="#">Cancel</a>

[Add New](#)

1

- 3. Authorized Users** – This section allows you to assign rights to anyone you want to have access to your profile without giving them your access credentials. Once you enter the authorized user’s email address and click submit, they will receive an email notification. They will still need a valid NYC LOGIN user name and password to access the NYC LEAP site. Once they enter the NYC LEAP application, they will have the same access and permissions as you. This means they can add/remove BBLs from the Parcels screen. They will also be able to upload documents, search for tenants’ SCRIE or DRIE benefit information and run TAC reports.

**My Account**

Name/Address

Parcels

[Authorized Users](#)

Activity

**Authorized Users**

Authorized User(s): [Add New](#)

#	Email Address	Action
---	---------------	--------

Follow the steps below to add a user:

- a. Click the Add New link.

**Authorized Users**

Authorized User(s): [Add New](#)

#	Email Address	Action
---	---------------	--------

- b. Enter the email address of the person you are granting access to your profile. Make sure the email address you enter is the one they will use to log into the NYC LEAP application, then click Save. This will send an email to your authorized user.

**Authorized Users**

Authorized User(s): [Add New](#)

#	Email Address	Action
	myemail@emailaddresses.com	<a href="#">Save</a> <a href="#">Cancel</a>

**4. Activity** – This section is a summary of all changes made in the system. It will also tell you the status of your request.

### My Account

Name/Address

---

Parcels

---

Authorized Users

---

Activity

---

#### Activity

#	Type	Description	Status	Entry Date
1	Change Existing Profile	Changed First Name: Old <b>(James)</b> New (John) Changed Last Name: Old (WILLIAMS), New (Jacobs) Changed Organization: Old <b>(112 FOSTER AVENUE LLC)</b> , New (5959 LLC) Changed Bldg No: Old <b>(112)</b> New (5959) Changed Address 1: Old <b>(Tie Rd)</b> New (Riverside Road) Changed Email: Old (username@myaccount.com) New (jjacobs@5959llc.com) Changed Phone Number: Old <b>(7187888888)</b> , New (2122911111) Changed Phone Ext: Old (), New (325)	Submitted	username@myaccount.com 7/7/16 3:37PM
2	Change Existing Profile	Added Authorized User: username@myaccount.com		username@myaccount.com 7/7/16 3:37PM
3	Change Existing Profile	Changed Bldg No: Old (), New (1002) Changed Address 1: Old (), New (Foster ave) Changed Email: Old (). New (username@myaccount.com)	Submitted	username@myaccount.com 7/7/16 12:52PM
4	New BBL added	BBL: Brooklyn-5772-34	Approved	username@myaccount.com 7/7/16 12:52PM
5	File upload	Type: File: S3669.pdf Docket: S5530		uploader 7/6/16 11:46AM

## H. Property Change Tab

\* This tab is only visible when your credential status is set up as “Owner.” You will not see this tab if your profile is set up as a managing agent.

NYC | Landlord Express Access Portal (LEAP) Profile | Log Out

Landlord Express Access Portal (LEAP) NYC Department of Finance username@myaccount.com Text-Size

Search RGB Calculator **Property Change** My Account

### Property Change

Managing Agent Information

Name: \*  First Name  Last Name  
 Organization

Address: \*  Bldg No  Address Line 1  
 Address Line 2

City: \*

State: \*

Zip: \*

Phone:  Number  Ext.

\* Required field

Submit Reset

Parcel(s): [Select All](#) | [Deselect All](#)

	Address/BBL
<input type="checkbox"/>	59 Maiden Lane (Manhattan) 1-65-1
<input type="checkbox"/>	1 Center Street (Manhattan) 1-112-40
<input type="checkbox"/>	66 John Street (Manhattan) 1-68-5

1

This is an electronic version of the paper Property Change Form found on our website. This tab allows you to submit Property Change forms to the Department of Finance for processing. Once confirmed and processed, you will receive a confirmation email. If the change request is denied, you will also receive an email with the reason for the denial.

Follow the steps below for property changes:

1. To change or update your managing agent's information, enter the new or updated information in all required fields. Please note that all fields marked with an asterisk are required and must be filled in.

### Property Change

Managing Agent Information

Name: \*

Address: \*

City: \*

State: \*

Zip: \*

Phone:

\* Required field

2. Click on the box to the left of the BBL where you want to apply this new managing agent information. If you want to select all BBLs on the list, you can use the [Select All](#) link. If you clicked the Select All in error, just click on the Deselect All to remove the checkmark.

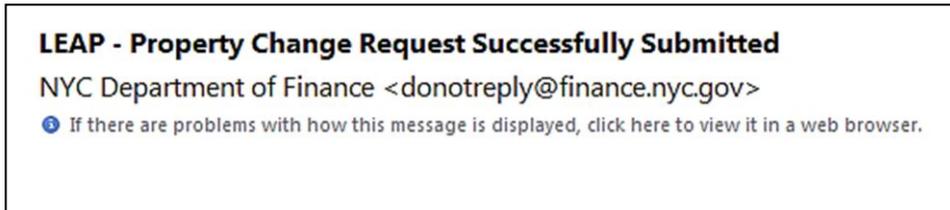
Parcel(s):		<a href="#">Select All</a>   <a href="#">Deselect All</a>
	Address/BBL	
<input type="checkbox"/>	59 Maiden Lane (Manhattan) 1-65-1	
<input checked="" type="checkbox"/>	1 Center Street (Manhattan) 1-112-40	
<input checked="" type="checkbox"/>	66 John Street (Manhattan) 1-68-5	

1

3. Click the “Submit” button. You will receive on-screen confirmation if your request was successfully sent. You will also receive an email informing you that your request has been submitted.



On Screen



Via Email

4. You will then receive a follow-up email alerting you of the status of your request (confirmed or denied). You can also see the status under the “My Account” tab by clicking the [Activity](#) link.