

**CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT**

Notice of Adoption

Notice of Adoption of amendments to rules relating to use of a digital sign in the common area of a residential building to advise occupants of certain requirements of the Housing Maintenance Code.

NOTICE IS HEREBY GIVEN pursuant to the authority vested in the Commissioner of the Department of Housing Preservation and Development by sections 1043 and 1802 of the New York City Charter and Administrative Code section 27-2090, and in accordance with the requirements of New York City Charter section 1043, that the Department promulgates amendments to sections 25-101 and 25-201 of Chapter 25 of Title 28 of the Rules of the City of New York, section 46-01 of Chapter 46 of Title 28 of the Rules of the City of New York, section 56-03 of Chapter 56 of the Rules of the City of New York and section 59-01 of Chapter 59 of Title 28 of the Rules of the City of New York relating to the option to use a digital sign instead of posting a printed sign in the common area of a residential building to advise occupants of certain requirements of the Housing Maintenance Code. On July 17, 2025, HPD held a public hearing on the proposed rule amendments. Three (3) comments were received.

Statement of Basis and Purpose

The Department of Housing Preservation and Development ("HPD") is adopting the following amendments to provide building owners with the option of installing digital signage to fulfill five notice requirements set forth in Title 28 of the Rules of the City of New York ("Title 28") and the Housing Maintenance Code. HPD adopts these amendments because digital signage can be a more efficient means of conveying important information to occupants and guests by engaging occupants to view information easily and efficiently.

HPD amends the following chapters of Title 28 to allow owners to post a digital sign rather than printed signs to comply with signage requirements:

- Chapter 25, subchapter H: Owner's Right to Access to Dwelling Units or Rooms in Multiple Dwellings and Requirements for Notification. This subchapter details the requirement that building owners provide written notice in a prominent place within the public part of a building whenever the owner is required to make a repair that may result in the interruption of essential services for more than two hours.
- Chapter 25, subchapter R: Collection, Retention and Disposal of Garbage, Rubbish and Refuse in Multiple Dwellings. This subchapter details the owner's responsibility to provide sufficient and appropriate receptacles on premises for the collection of trash generated by the occupants of the premises. Subchapter R also requires that the owner notify all occupants regarding the location of the receptacles and the hours of collection.
- Chapter 46: [Housing Information Guide for Tenants and Owners]. This Chapter requires the owner of every multiple dwelling to post a notice in the area to which mail is delivered advising occupants in both English and Spanish of the availability of the HPD-

published housing information guide, the “ABCs of Housing,” which is available on HPD’s website or by calling 311.

- Chapter 56: Internet Capable Temperature Reporting Devices. This chapter requires the owner of every multiple dwelling that is selected for the installation of one Internet Capable Temperature Reporting Device in each dwelling unit within the selected multiple dwelling to post a notice in the common area of the multiple dwelling regarding the requirements of chapter 56 and of Administrative Code section 27-2033.1.
- Chapter 59: Bedbug Infestation. This chapter requires the owner of a multiple dwelling to provide notice of the property’s bedbug infestation history for the previous year and provide a notice with information about the prevention, detection, and removal of bedbug infestations. Such notices must be provided to each tenant upon commencement of a new lease and with each renewal or by posting in a prominent public location within such multiple dwelling.

Digital signs permitted by these amendments are required to comply with requirements regarding font size and type, placement, lighting, accessibility, and language in order to ensure legibility. If a building owner chooses to use digital signage, such owner must use digital signage for all of the notices affected by this Rule.

This Rule contains cross references to sections of Title 28 as amended by another rule, relating to the installation and maintenance of natural gas detecting devices, which HPD is promulgating at the same time as this rule.

HPD received three comments regarding this rule. One comment recommended the rules provide language allowing the rotation of digital signs. A second comment expressed concern that digital signs would not be displayed for a sufficient amount of time. HPD determined that the proposed language in 28 RCNY §12-01(f)(7), in the companion rule referenced above, to “display the content as required by this section in a manner that is reasonable for viewing and comprehension, which may be accomplished through the simultaneous display of all required notices with the ability to click to enlarge such notices ...” was sufficient to address these concerns and further changes were not needed. The third comment suggested more specific guidance on how to install a digital sign. HPD determined that the proposed rule should be limited to the content and specifications on what was displayed, rather than instruct the industry on the specifics of the installation process. Accordingly, HPD determined that no changes were needed.

New material is underlined.

[Deleted material is in brackets.]

Section one. Section 25-101 of subchapter H of chapter 25 of Title 28 of the Rules of the City of New York is amended to read as follows:

§ 25-101 Owner's Right of Access and Requirements for Notification.

(a)(1) *Owner to give notice.* Where an owner or his or her representative seeks access to a dwelling unit, suite of rooms or to a room, under the provisions of §27-2008 in order to make an inspection for the purpose of determining whether such places are in compliance with

the provisions of the multiple dwelling law or the administrative code, such owner or representative shall notify the tenants not less than twenty-four hours in advance of such time of inspection.

(2) Where an owner or his or her representative seeks access to make improvements required by law or to make repairs to a dwelling unit, suite of rooms or to a room, such owner or representative shall give written notice to the tenant not less than one week in advance of the time when the improvements or repairs are to be started, except where otherwise provided in paragraph (3) of this subdivision.

(3) Where an owner or his or her representative seeks access to make repairs (i) that are urgently needed to a dwelling unit, suite of rooms or a room, as in the case where a class C violation of the Housing Maintenance Code has been issued, except where such class C violation is for the existence of a lead-based paint hazard, or (ii) in the case of an emergency where repairs are immediately necessary to prevent damage to property or to prevent injury to persons, such as repairs of leaking gas piping or appliances, leaking water piping, stopped-up or defective drains, leaking roofs, or broken and dangerous ceiling conditions, such owner or representative shall not be required to provide written advance notice, but shall be required to notify the tenant or tenants by such actions as telephone, email, or by knocking on the occupant's door at a reasonable time when he or she would be expected to be present.

(4) Where an owner or his or her representative must make a repair in a public area or other area of a dwelling that may result in an interruption of essential services such as utilities (heat, hot water, cold water, gas, electricity, or elevator) that is expected to continue for more than two hours, the owner or his or her representative shall provide written notice to the tenants by posting a notice in a prominent place within the public part of the building and on each floor of such building at least twenty-four hours prior to such interruption. However, if such interruption is not expected to continue for more than two hours or is due to emergency repairs that were not anticipated and must begin immediately, advance notice is not required, provided that notice shall be posted as soon as possible if such work continues for two or more hours. Such notice shall identify the service to be interrupted, the type of work to be performed, the expected start and end dates of the service interruption, and shall be updated as necessary. Such notice shall be provided in English, Spanish, and such other language as the owner deems necessary to adequately provide notice to the tenants. Such notice shall remain posted until the interruption of essential services interruption ends. A sample notification form is provided in [these rules] subdivision e of this section.

(b) *Notices to be in writing.* Where an owner is required to give notice in advance of seeking access to a dwelling unit, suite of rooms or to a room, as required by subdivision (a) of this section, such notice shall be in writing, dated, and shall contain a statement of the nature of the improvement or repairs to be made, unless specifically stated otherwise in these rules.

(c) *Authorization to be in writing.* Where a representative of an owner seeks access to a dwelling unit, suite of rooms, or rooms, the authorization of the owner shall be in writing and the representative shall exhibit such authorization to the tenant when access is requested.

(d) *Hours when access to be permitted.* Except as provided in paragraph (3) of subdivision (a) of this section, access to a dwelling unit, suite of rooms, or rooms, shall be limited to the hours between nine antemeridian and five post-meridian, unless otherwise agreed to by the tenant. Access shall not be required on Saturdays, Sundays or legal holidays, unless

otherwise agreed to by the tenant, except as provided in paragraph (3) of subdivision (a) of this section.

(e) Sample Notification Form for Interruption of Essential Services.

NOTICE OF INTERRUPTION OF SERVICES

Please be advised that due to repair work in the building located at _____, there will be an interruption in the following building services:

heat hot water cold water gas electricity elevator

The interruption in service is expected to begin on _____ and to end on _____.

The repair work is for the purpose of _____

AVISO DE INTERUPCION DE SERVICIOS

Por favor tenga en cuenta que debido a reparaciones en el edificio localizado en _____, habrá una interrupción en los siguientes servicios del edificio:

Calefacción Agua Caliente Agua Friá Gas Electricidad Elevador

La interrupcin en servicio se espera comenzar en _____ y terminar en _____.

El trabajo de reparación es para el propósito de _____

(f) For any notice provided pursuant to paragraph (4) of subdivision (a) of this section, an owner may, in lieu of posting a physical notice, instead install a digital sign that otherwise complies with such paragraph. Such digital sign must comply with the requirements of 28 RCNY § 12-01(f) and be programmed in a manner to distinguish the unique and temporary nature of the interruption of services sign from all other digital signs, provided that, if the digital sign becomes inoperable, the owner must forthwith display physical notices as described in this section until such time as the digital sign is made operable.

(g) The display of a digital sign in a prominent place within the public part of the building where other digital signs are located does not relieve an owner of the requirement set forth in paragraph (4) of subdivision (a) of this section to post a written notice of the relevant service interruption on each floor of the building. Such additional signs on each floor of the building are not required to be digital signs that comply with the requirements of subdivision (f) of this section.

(h) If an owner installs a digital sign as allowed pursuant to subdivision (f) of this section, such owner must also install a digital sign as described in 28 RCNY § 12-01(e) (notice regarding smoke detecting devices), 28 RCNY § 12-06(c) (notice regarding carbon monoxide alarm requirements), 28 RCNY §12-09.1(f) (notice regarding natural gas detecting devices), 28 RCNY

§ 25-201(c) (notice regarding collection and disposal of garbage), 28 RCNY § 46-01(b) (notice regarding housing information guide), 28 RCNY § 56-03(c) (notice regarding temperature reporting device), and 28 RCNY § 59-01(c) (notice regarding bedbug infestation).

§ 2. Subdivisions (c) and (d) of section 25-201 of subchapter R of chapter 25 of Title 28 of the Rules of the City of New York are relettered as subdivisions (e) and (f), and new subdivisions (c) and (d) are added, to read as follows:

(c) For the notice required by paragraph (1) of subdivision (b) of this section, an owner may, in lieu of posting a physical notice, install a digital sign that otherwise complies with such paragraph and with the requirements of 28 RCNY § 12-01(f), provided that, if the digital sign becomes inoperable, the owner must forthwith display physical notices as described in this section until such time as the digital sign is made operable.

(d) If an owner installs a digital sign as allowed pursuant to subdivision (c) of this section, such owner must also install a digital sign as described in 28 RCNY § 12-01(e) (notice regarding smoke detecting devices), 28 RCNY § 12-06(c) (notice regarding carbon monoxide alarm requirements), 28 RCNY § 12-09.1(f) (notice regarding natural gas detecting devices), 28 RCNY § 25-101(f) (notice regarding owner's right of access and requirements for notification), 28 RCNY § 46-01(b) (notice regarding housing information guide), 28 RCNY § 56-03(c) (notice regarding temperature reporting device), and 28 RCNY § 59-01(c) (notice regarding bedbug infestation).

§ 3. Section 46-01 of chapter 46 of Title 28 of the Rules of the City of New York is amended to read as follows:

§ 46-01 [[Housing Information Guide for Tenants and Owners.]]

(a) Every owner of a multiple dwelling shall post the [following] notice provided in subdivision (d) of this section in at least 11 point type in a conspicuous place within view of the area in the multiple dwelling to which mail is delivered.

(b) For the sign required pursuant to subdivision (a) of this section, an owner may, in lieu of posting a physical notice, instead install a digital sign that otherwise complies with such subdivision and with the requirements of 28 RCNY § 12-01(f), provided that, if the digital sign becomes inoperable, the owner must forthwith display physical notices as described in this section until such time as the digital sign is made operable.

(c) If an owner installs a digital sign as allowed pursuant to subdivision (b) of this section, such owner must also install a digital sign as described in 28 RCNY § 12-01(e) (notice regarding smoke detecting devices), 28 RCNY § 12-06(c) (notice regarding carbon monoxide alarm requirements), 28 RCNY § 12-09.1(f) (notice regarding natural gas detecting devices), 28 RCNY § 25-101(f) (notice regarding owner's right of access and requirements for notification), 28 RCNY § 25-201(c) (notice regarding collection and disposal of garbage), 28 RCNY § 56-03(c) (notice regarding temperature reporting device), and 28 RCNY § 59-01(c) (notice regarding bedbug infestation).

(d) HOUSING INFORMATION GUIDE FOR TENANTS AND OWNERS

A housing information guide, the "ABCs of Housing," is available on the New York City Department of Housing Preservation and Development's website at www.nyc.gov/hpd. This guide is also available in print by calling 311.

The guide contains information about the following topics:

- Eviction
- Heat and hot water
- Pest management
- Tenant organizations
- Rent-regulated leases
- Rental assistance for elderly or disabled tenants
- Housing discrimination
- Repairs and maintenance
- Tenant response to owner notifications
- Access for owner inspections and repair
- Free and low-cost legal services

GUIA DE INFORMACION DE VIVIENDA PARA INQUILINOS Y DUEÑOS

Un guía de informacion de vivienda los "ABC's de Vivienda" esta disponible en la pagina web del Departamento de Preservacion de Viviendas y Desarrollo de la Ciudad de Nueva York en www.nyc.gov/hpd. Este guia imprimido también esta disponible llamando al 311.

El gua contiene informacion sobre los siguientes temas:

- Desalojo
- Calefaccion y agua caliente
- Manejo de plagas
- Organizacion de inquilinos
- Alquilar de arrendamientos regulados
- Asistencia de alquiler para ancianos o inquilinos deshabilitados
- Discriminacion de vivienda
- Reparaciones y mantenimiento
- Respuesta de Inquilinos a notificaciones del dueño
- Acceso para inspecciones de dueños para reparaciones

- Servicios legales gratis y a bajo costo

§ 4. Section 56-03 of chapter 56 of Title 28 of the Rules of the City of New York is amended by adding new subdivisions (c) and (d), to read as follows:

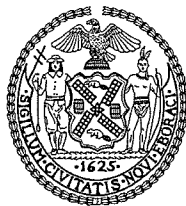
c. For the notice that is required to be posted in the common area of a multiple dwelling by subdivision a of this section, an owner may, in lieu of posting a physical notice, install a digital sign that otherwise complies with such subdivision and with the requirements of 28 RCNY § 12-01(f), provided that, if the digital sign becomes inoperable, the owner must forthwith display physical notices as described in this section until such time as the digital sign is made operable.

d. If an owner installs a digital sign as allowed pursuant to subdivision c of this section, such owner must also install a digital sign as described in 28 RCNY § 12-01(e) (notice regarding smoke detecting devices), 28 RCNY § 12-06(c) (notice regarding carbon monoxide alarm requirements), 28 RCNY § 12-09.1(f) (notice regarding natural gas detecting devices), 28 RCNY § 25-101(f) (notice regarding owner's right of access and requirements for notification), 28 RCNY § 25-201(c) (notice regarding collection and disposal of garbage), 28 RCNY § 46-01(b) (notice regarding housing information guide), and 28 RCNY § 59-01(c) (notice regarding bedbug infestation).

§ 5. Section 59-01 of chapter 59 of Title 28 of the Rules of the City of New York is amended by adding new subdivisions (c) and (d), to read as follows:

(c) For the notice required by § 27-2018.1(c)(2) of the Administrative Code of the City of New York and the report required by § 27-2018.2 of such code, if an owner elects to post the required information in a prominent public location within the multiple dwelling, such owner may, in lieu of posting a physical notice, install a digital sign that otherwise complies with such sections and with the requirements of 28 RCNY § 12-01(f), provided that, if the digital sign becomes inoperable, the owner must forthwith display physical notices as described in this section until such time as the digital sign is made operable.

(d) If an owner installs a digital sign as allowed pursuant to subdivision (c) of this section, such owner must also install a digital sign as described in 28 RCNY § 12-01(e) (notice regarding smoke detecting devices), 28 RCNY § 12-06(c) (notice regarding carbon monoxide alarm requirements), 28 RCNY § 12-09.1(f) (notice regarding natural gas detecting devices), 28 RCNY § 25-101(f) (notice regarding owner's right of access and requirements for notification), 28 RCNY § 25-201(c) (notice regarding collection and disposal of garbage), 28 RCNY § 46-01(b) (notice regarding housing information guide), and 28 RCNY § 56-03(c) (notice regarding temperature reporting device).



MURIEL GOODE-TRUFANT
Corporation Counsel

THE CITY OF NEW YORK
LAW DEPARTMENT

100 CHURCH STREET
NEW YORK, NY 10007

STEVEN GOULDEN
Division of Legal Counsel
Room 6-231
Tel: (212) 356-4028
Fax: (212) 356-4019
sgoulden@law.nyc.gov

Hon. Ahmed Tigani
Acting Commissioner of Housing Preservation and Development

Re: Amendment of Rules Relating to Signage Requirements for Building
Owners

No. 2024 RG 010

Dear Commissioner Tigani:

Pursuant to New York City Charter § 1043 subd. c, the above-referenced rule has been reviewed and determined to be within the authority delegated by law to your agency.

Sincerely,

/s/ Steven L. Goulden

STEVEN GOULDEN
Senior Counsel
Division of Legal Counsel

cc: Andrew Wallace (HPD)