

HPD Online

User Guide

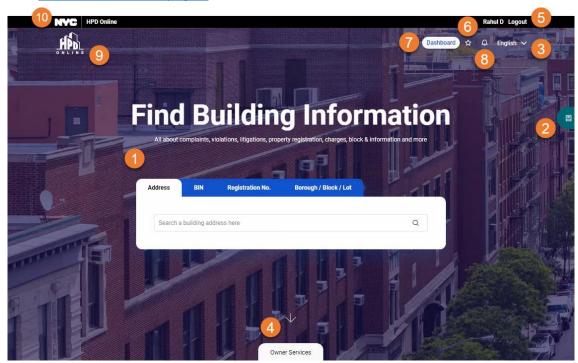
(Revision Date: 05/08/2023)

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1 Home Page

URL: HPDOnline - Home (nyc.gov)



1. Find Building Information

Search building via any of the following

- a. Address
- b. Building Identification Number (BIN)
- c. Registration Number
- d. Borough / Block / Lot

3. Language

Dropdown list to select the display language of *HPD Online*, English selected by default.

Note: Language is available in all screens.

5. Login / Logout

Option to login/logout of HPD Online.

Logged-in user has some additional features, e.g. saving favorite addresses/buildings for quick access.

Note: Login/Logout is available in all screens.

2. Glossary

Button to open the slide-over panel to display definitions of the terms displayed on *home* page.

Note: Glossary is available in all screens that display terms that need to be explained.

4. Owner Services

Clicking down-arrow or Owner Services label scrolls the screen up to show Owner Services section that displays links of owner portals.

6. Favorites

Favorites icon is available only to logged-in user.

Clicking this icon navigates user to *Favorites* page to view the addresses saved in the favorites list.

Note: Favorites icon is available in all screens, only to logged-in user.

7. Dashboard

Dashboard button is available only to logged-in user.

This button navigates user to Owner Services Dashboard that displays widgets with summary of owner portals and their links.

Note: Dashboard button is available in all screens, only to logged-in user.

9. HPD Online Logo

HPD Online logo is the home button.

Note: HPD Online logo is available in all screens, clicking which brings the user to home page.

8. Notifications

<this feature will be available in future>

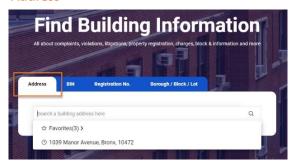
10. NYC Logo

Link to the Official Website of the City of New York.

Note: NYC logo is available in all screens.

1.1 Find Building Information

Address



- Textbox to search address via free text
- Clicking inside blank textbox displays the following
 - Favorites

For logged-in user, it displays count of addresses saved by user as favorites, and on click navigates user to *Favorites* page displaying list of saved addresses.

For not logged-in user, it displays zero count, and on click asks you to login.

Last five searched addresses

Displayed as type ahead suggestions; clicking one, navigates user to *Building Information* screen of that address.

- Typing 3 or more characters displays the following
 - Top five matching addresses
 Displayed as type ahead suggestions
- Searching via free text displays matching addresses in Search Result page

Registration No.



Textbox to search address via Registration
 Number

BIN



Textbox to search address via Building Identification Number

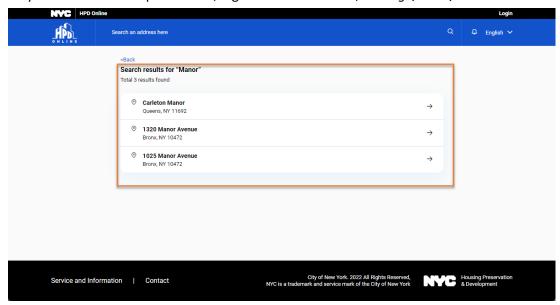
Borough / Block / Lot



 Dropdown and textboxes to search address via Borough, Block, and Lot

1.1.1 Search Result page

Search Result page displays list of addresses matching with the entered search criteria that may not result in a unique address, e.g. search via Address, Borough/Block/Lot.

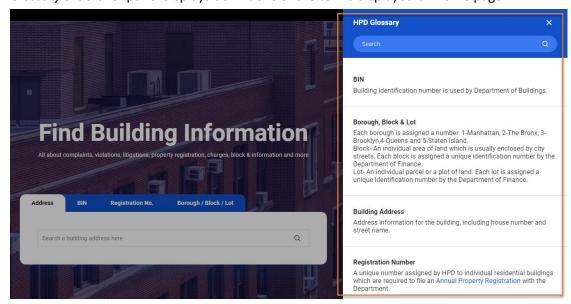


Clicking one of the search results, navigates user to Building Information screen.

Search result is not displayed when it's a unique search, e.g. search via *Registration Number* directly opens the *Building Information* screen.

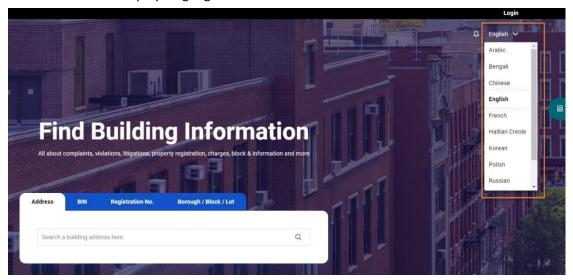
1.2 Glossary

Glossary slide-over panel displays definitions of the terms displayed on home page.



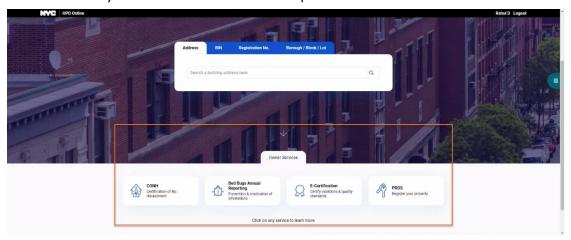
1.3 Language

Default display language of HPD Online is English. Clicking <selected language> opens dropdown list to select other display languages.

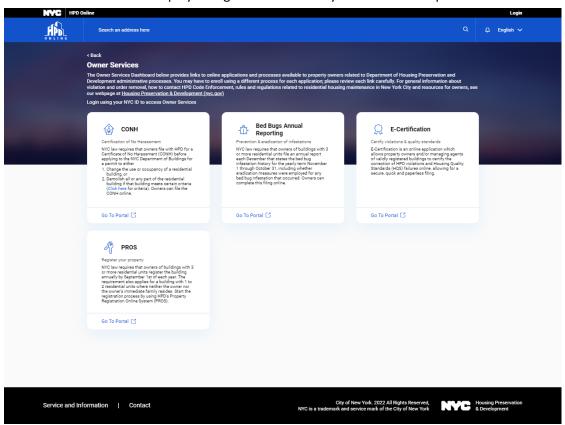


1.4 Owner Services

Owner Services section at the bottom of the home page displays list of owner portals and their links. The list may extend to include more owner portals in future.

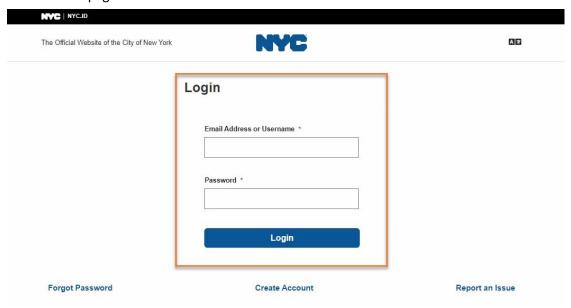


Clicking a link navigates logged-in user to respective portal, and not logged-in user to *Owner Services* Dashboard that displays widgets with summary & link of owner portals.



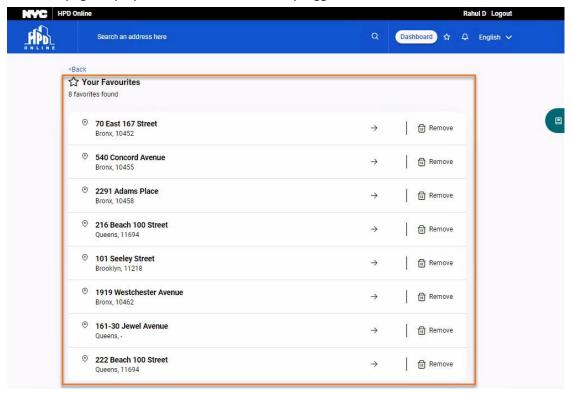
1.5 Login / Logout

Login is through the existing NYC.ID login screen. Logout logs the user out and navigates to HPD Online home page.



1.6 Favorites

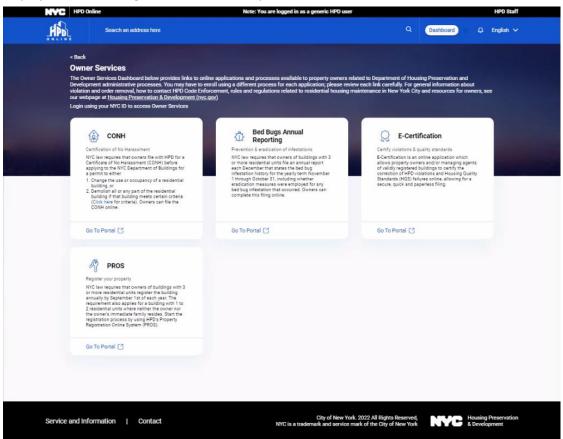
Favorites page displays list of addresses saved by logged-in user as favorites.



Clicking an address in the *Favorites* list navigates logged-in user to *Building Information* screen of that address.

1.7 Dashboard

Clicking *Dashboard* button on home page (visible only to logged-in user) opens *Owner Services* Dashboard that displays widgets with summary & link of owner portals. The Dashboard may display additional widgets for more owner portals in future.



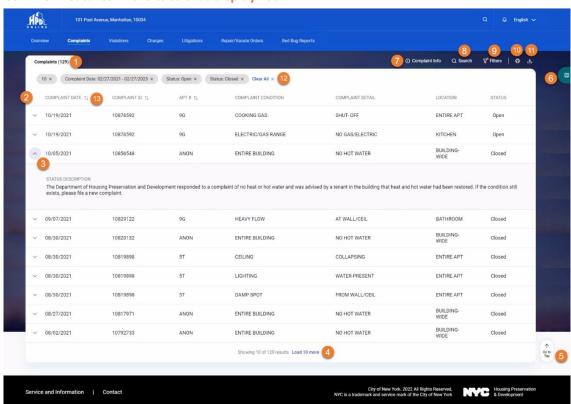
2 Building Information screen

Building Information screen - Header



- It displays address of the searched building, which on click allows searching another address
- Information of the building is categorized and displayed under the following tabs
 - 1) Overview
 - 2) Complaints
 - 3) Violations
 - 4) Charges
 - 5) Litigations
 - 6) Repair/Vacate Orders
 - 7) Bed Bug Reports

Common features in the tabs that display list



1. Count

Count of records in the list is displayed in brackets after the list header.

3. Expand Record

Clicking the arrow on the left of a record in the list, expands it to display additional details. Clicking the arrow again collapses the record.

2. Column Headers

Column headers of list attributes.

4. Load More

If there are more than 10 records in the list, only 10 are displayed with the option to *Load More*.

Screens that don't require this feature don't have arrow on the left of the records in the list.

5. Go To Top

If the list is scrolled down and the top of the list is not visible, *Go To Top* appears to quickly navigate to the top of the list.

7. Info

Clicking the info icon opens a pop-up to display description of the list.

9. Filter

Option to narrow down the list by applying filter(s).

11. Download

Option to download the list in MS Excel or CSV.

13. Sorting

Sorting option with some columns to view the list in ascending/descending order of that column

Clicking *Load More* displays additional 10 records, and so on.

6. Glossary

If the screen has some terms that need explanation, it displays *Glossary* button to open slide-over panel to display definitions of those terms.

8. Search

Option to narrow down the list by searching record(s) within the list.

10. Print

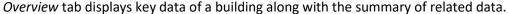
Option to print the list.

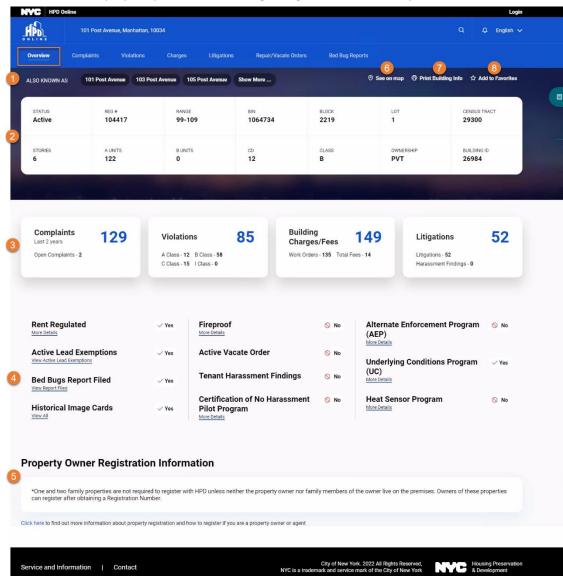
12. Applied Search/Filters

The applied search and/or filters are displayed in chips.

A chip can be removed to clear the applied search/filter. *Clear All* towards the right of all the chips clears all the applied search/filters.

2.1 Overview





1. Also Known As (AKAs)

If the building is also known by other addresses, those are displayed in chips

3. Building Summary - Widgets

Displays summary of complaints, violations, etc. on the building.

5. Property Owner Registration Information

If the building is registered, it displays registration (start and end) dates, along with the list of owner(s) and/or contact(s) associated with the building.

2. Building Details

Displays basic details of the building

4. Building Summary - Links

Displays Yes/No against building statistics, along with the links to respective portals or other tabs within *Building Information* screen.

6. See on Map

Link to NY City Map that displays searched address on the map.

If the building registration is invalid/expired or the building doesn't require registration, a relevant message is displayed.

7. Print Building Info

Option to print *Overview* tab.

8. Add to Favorites

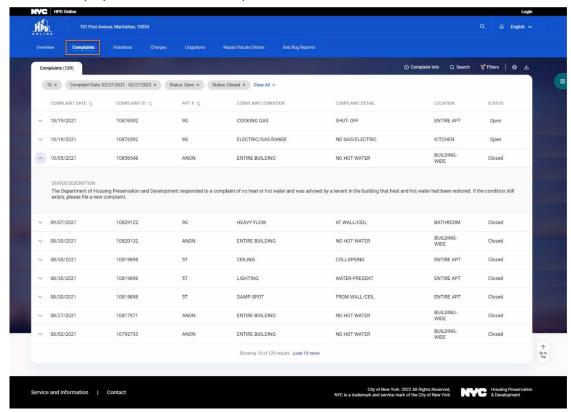
Clicking *Add to Favorites* adds the building to logged-in user's *Favorites* list.

If the building is added to the *Favorites*, the label displays *Added to Favorites* and the star icon appears yellow.

2.2 Complaints

Complaints tab displays the list of all open and closed complaints registered against the building in the last 2 years.

The list is displayed in the order of Complaint Date, latest first.



2.3 Violations

Violations against the building are displayed under the following two tabs

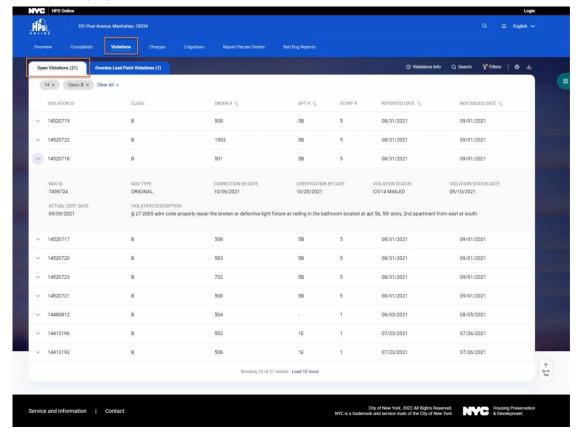
- a. Open Violations
- b. Overdue Lead Paint Violations



2.3.1 Open Violations

Open Violations tab displays the list of open violations against the building.

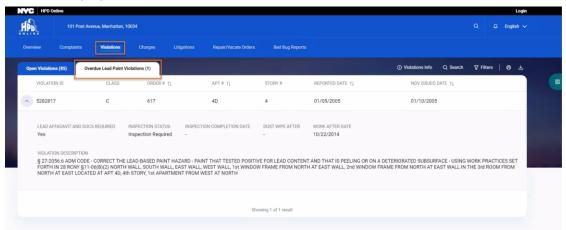
The list is displayed in the order of NOV Issued Date, latest first.



2.3.2 Overdue Lead Paint Violations

Overdue Lead Paint Violations tab displays the list of overdue lead paint violations against the building.

The list is displayed in the order of NOV Issued Date, latest first.



2.4 Charges

Charges against the building are displayed under the following three tabs

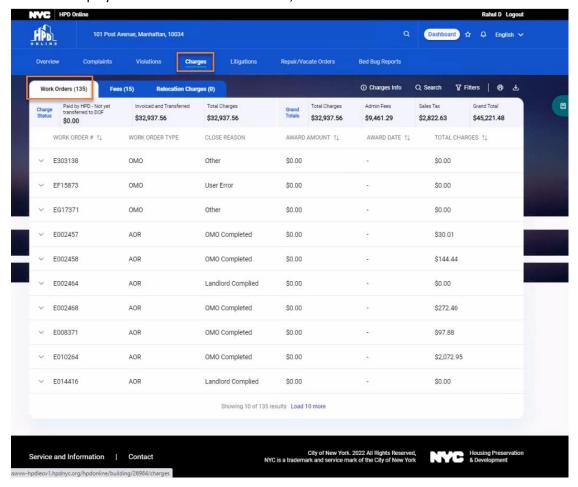
- a. Work Orders
- b. Fees
- c. Relocation Charges



2.4.1 Work Orders

Work Orders tab displays the list of all open work orders against the building. It also displays Charge Status and Grand Totals above the list.

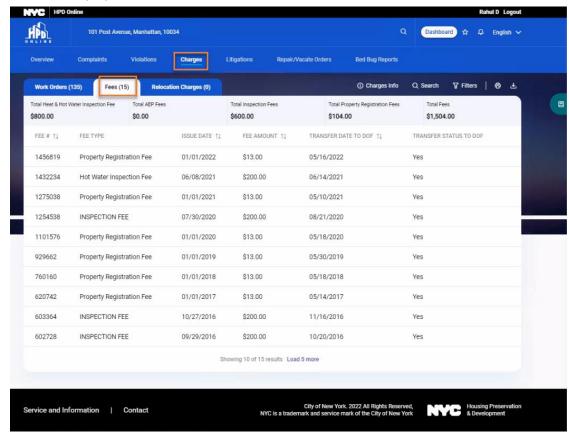
The list is displayed in the order of Award Date, latest first.



2.4.2 Fees

Fees tab displays the list of charges that may be billed to the building by Department of Finance (DOF). It also displays *Totals* of different *Fee Types* above the list.

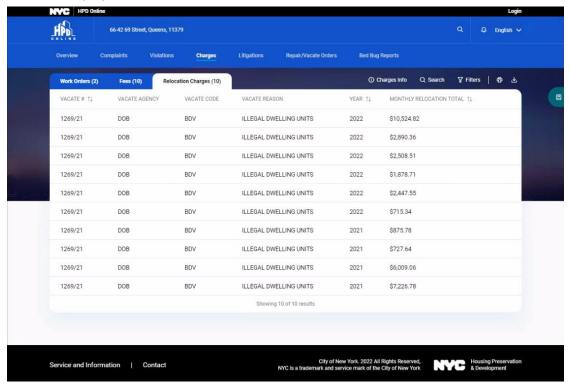
The list is displayed in the order of Issue Date, latest first.



2.4.3 Relocation Charges

Relocation Charges tab displays list of notice of charges that may be billed to the property, pursuant to relocation services provided by the department.

The list is displayed in the order of Year, latest first.



2.5 Litigations

Litigations against the building are displayed under the following two tabs

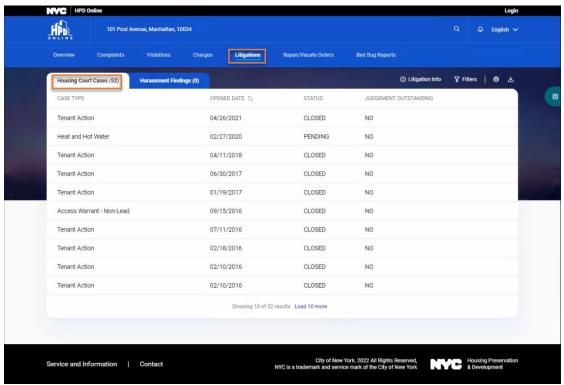
- a. Housing Court Cases
- b. Harassment Findings



2.5.1 Housing Court Cases

Housing Court Cases tab displays the list of cases commenced by HPD or by tenants (naming HPD as a party), seeking orders directing building owner(s) to correct violations or to comply with the requirements of the Housing Maintenance Code and/or awarding HPD civil penalties.

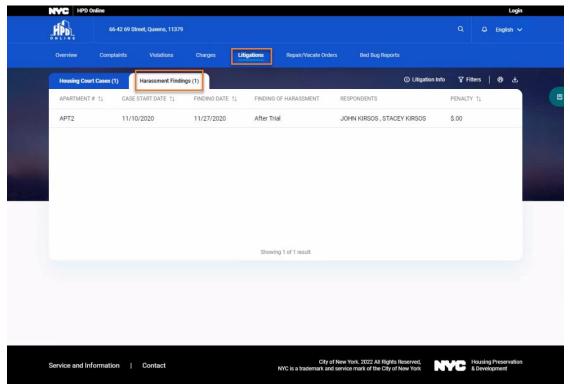
The list is displayed in the order of *Opened Date*, latest first.



2.5.2 Harassment Findings

Harassment Findings tab displays the list of cases against building owner(s) commenced by one or more residential lawful occupants/tenants where an allegation of harassment resulted in a finding of harassment in Court.

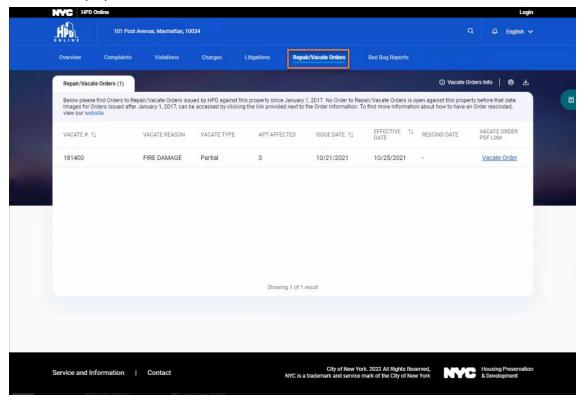
The list is displayed in the order of *Finding Date*, latest first.



2.6 Repair/Vacate Orders

Repair/Vacate Orders tab displays list of repair or vacate orders for the property. It also allows viewing and downloading the vacate order in PDF format.

The list is displayed in the order of *Issue Date*, latest first.



2.7 Bed Bug Reports

Bed Bug Reports tab displays the list of annual reports of bed bug infestations for the property. The list is displayed in the order of File Date, latest first.

