

## **Bulletin to Property Owners – April 2022**

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

*This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.*

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### **Upcoming Webinar:**

#### ***Lead-Based Paint: Owner's Responsibilities at Apartment Turnover***

**Thursday, April 28, 2022, 11:00 AM - 12:30 PM**

Join us for an overview of the turnover requirements for rental properties under New York City's lead-based paint law and regulations. This webinar will outline what building owners must do when dwelling unit changes occupancy. We will cover the two categories of Turnover work – one-time and repeating – and when to perform each. Additional topics include recent changes to NYC's lead-based paint rules that affect turnover requirements and how to properly document turnover work to remain in compliance.

**Registration Link:** <https://attendee.gotowebinar.com/register/8129893851326082831>

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### **Virtual Property Management Courses:**

#### ***Integrated Pest Management***

**Tuesday, May 3, 2022, 6:00 PM– 8:00 PM**

How to safely identify, control & prevent Mice, Rats, Roaches and Bedbugs in residential settings. Residential building owners in New York City are required to take steps to keep their buildings free of mice, rats, roaches, and bedbugs. In this class, we will discuss the owner's responsibilities to identify and eliminate pests, review the annual inspection requirements and when to use a licensed contractor.

**Register in advance for this meeting:**

<https://us06web.zoom.us/meeting/register/tZAldO-grzgvGtWldutEQq7dJ9dvfjrlahSA>

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#### ***Introduction to Rent Regulations and Housing Court***

**Tuesday, May 10, 2022, 6:00 PM - 8:00 PM**

New York's Rent Laws provide numerous protections for tenants of rent stabilized and rent controlled apartments, including the right to lease renewals and limitations on rent increases. This class will

provide an overview of your rights and responsibilities as a property owner, as well tips on how to mediate disputes with tenants and information about Housing Court.

**Topics covered:**

- How to comply with New York's rent regulations
- Landlord-tenant mediation
- Access, non-payment, and holdover evictions
- How to navigate Housing Court

**Register in advance for this meeting:**

<https://us06web.zoom.us/meeting/register/tZEud-2grT8qEtfMg7cyQtFVRdIF8nOap3LA>

***Buildings Tool Kit: Guide to Project Requirements and Understanding the OATH Summons***

**Tuesday, May 17, 2022, 6:00 PM – 8:00 PM**

Come learn how to navigate the Department of Buildings' online resources including DOB NOW, Building Permits, Certificate of Occupancy (COB) and the Building Information System (BIS). This course will also be geared towards property owners who have an existing "open" OATH summons issued by a DOB Inspector. Guidance will be provided on how to resolve these and submitting an acceptable Certificate of Correction to the Department of Buildings Administrative Enforcement Unit.

**Register in advance for this meeting:**

<https://us06web.zoom.us/meeting/register/tZcuf-mpqjwGdHk2IUChQEucQ-D3xYcPI7>

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## **Window Guards Save Lives**

Each year, young children are injured or die in falls from unguarded windows. **These are preventable deaths and injuries.** As temperatures rise and windows are opened, the Department of Health and Mental Hygiene (DOHMH), the NYC Administration for Children's Services (ACS), and the Department of Housing Preservation and Development (HPD) are urging landlords, homeowners, and tenants to take action to prevent window falls. Properly installed window guards can prevent children from falling out of open windows. In 2021, of nine window falls, seven falls occurred due to improperly installed window guards, and two falls occurred because of improper window air conditioning (AC) unit installation. One of the falls that occurred due to an improper temporary AC unit installation was fatal. Falls are preventable. [Owners](#) must comply with window guard requirements and tenants must let the building owner know when a child age 10 or younger lives or is cared for in the apartment.

[Local Law 57 of 2011](#) requires property owners to provide and properly install approved window guards on all windows, including first floor bathrooms and windows leading onto a balcony or terrace in an apartment where a child 10 years of age or younger resides and in each common area window, if any, in such buildings. The exceptions to this law are windows that open onto a fire escape and windows on the first floor that are a required secondary exit in a building in which there are fire escapes on the second floor and up. For more information on window guard installations for different types of windows, go to [Window Guards Landlord - NYC Health](#).

The law also requires owners to send an [Annual Notice](#) to tenants of multiple dwellings (buildings of three or more apartments) to determine if window guards are required. The window guard annual notice form for multiple dwellings is combined with the annual notice form for lead-based paint

required under Local Law 1 of 2004. See the February 2022 [bulletin](#) for more information on the Annual Notice if you have not already completed that process.

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## **Certifying HPD Violations using eCertification**

HPD's [eCertification](#) is free to enroll in and use!

**Saves you time and money!**

**Notify HPD immediately of a correction to a violation or failure condition!**

[eCertification](#) is an online application which allows validly registered property owners and managing agents to certify New York City Department of Housing Preservation and Development (HPD) violations and Housing Quality Standards (HQS) failures online.

A building's Property Registration must be current, and only named owners, officers, or agents are eligible to enroll for eCertification. Enrollment will remain active for as long as a building remains validly registered. Please note that lead violations are not eligible for eCertification.

Apart from the initial enrollment form, eCertification is truly a paperless process. Once HPD receives a valid enrollment, an owner or agent will be able to eCertify violations immediately by simply logging on and selecting the violations to be certified (entering the same information currently required on the paper certification form).

Although HPD will continue to mail Notices of Violation and accept paper submission of Correction of Violation forms, eCertification will reduce the use of paper and save money on postage, printing, notary fees, and other administrative fees.

To get started, you will first need to create an HPD User Account. This account will also enable you to access other services offered by HPD.

### **Resources**

- [Learn more about how to enroll](#)
- [Learn more about how to eCertify](#)

### **Contact**

If you have questions about the eCertification process or are experiencing technical difficulties with eCertification, you may contact HPD at [ecertadmin@hpd.nyc.gov](mailto:ecertadmin@hpd.nyc.gov) or (212) 863-5414. To obtain an application to invalidate eCertification Enrollment, please email HPD at [eCertadmin@hpd.nyc.gov](mailto:eCertadmin@hpd.nyc.gov) or call HPD at (212) 863-5414. Please include the borough and address of the enrolled property in your email or telephone message. Only a person listed as a responsible party, or the individual owner can invalidate an eCertification Enrollment.

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## **NYS Homes and Community Renewal Annual Registration (HCR)**

New York State Law requires owners of housing accommodations to file apartment registrations with the NYS Homes and Community Renewal (HCR) and provide each tenant in occupancy with a copy of the

registration as it pertains to the tenant's unit.

Annual registration information reflects apartment information for April 1<sup>st</sup> of the registration year and is submitted through the Owner Rent Regulation Application (ORRA) online system.

Owners of rent regulated buildings not registered with HCR's Office of Rent Administration will need to file a paper initial registration submission of information applicable to the registration year the building first became subject to Rent Stabilization. The building is usually newly constructed and has become subject to Rent Stabilization due to receipt of 421-A Tax Benefits and/or a NYC Regulatory Agreement.

For more information, please visit [www.hcr.ny.gov/rent-registration](http://www.hcr.ny.gov/rent-registration).