

Bulletin to Property Owners – August 2021

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.

Don't forget to file your Annual Property Registration with HPD

Property owners who are required to register should submit their registration as soon as possible. Registration forms are available through the [Property Registration Online System \(PROS\)](#). Do not forget to make any appropriate changes, **print**, sign, and date the form and mail it to HPD as instructed on the form. Payment should be sent directly to the Department of Finance (DOF). We are working hard to validate registrations as soon as we can and appreciate the timely submission of your application so you are not inconvenienced once your registration lapses and you cannot certify violations, submit Dismissal Requests, or get discharged from AEP, among other processes which require you to be registered. Our Registration Assistance Unit is experiencing delays when receiving inquiries and we strongly encourage you to check the Frequently Asked Questions section of our [Registration](#) webpage if you have general questions.

Emergency Preparedness

Coastal Storms

Coastal Storm season for New York City began on August 1st and HPD would like to ensure that building owners are prepared for such an event. This year's coastal storm forecast from the National Oceanic and Atmospheric Administration (NOAA) for the Atlantic is for an above-normal coastal storm season.

To stay informed on coastal storms and other emergencies, sign up for the City emergency alerts at www.NYC.gov/NotifyNYC AND register annually with HPD in order to be contacted during emergencies at the property. Provide an accurate 24-hour confidential phone number when registering. Register annually with HPD by visiting: <https://www1.nyc.gov/site/hpd/services-and-information/register-your-property.page>

NYC is broken up into 6 coastal storm evacuation zones. The mayor can issue evacuation orders for any and all zones prior to coastal storm making landfall in NYC. The coastal storm evacuation zones have been expanded this year, so **to find out if your property is in an evacuation zone or to obtain flood zone signage**, visit: <http://www1.nyc.gov/assets/em/html/know-your-zone/knowyourzone.html>

Tips for preparing yourself and your tenants for a coastal storm:

- Distribute the NYC Apartment Building Emergency Preparedness Guide to all residents at lease signing and once every 3 years. For more information on the guide, please visit: <https://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>
- Communicate your property's elevator policy to tenants, particularly those reliant on elevators. Try to keep elevators in use as long as possible and not take them out of service until just prior to landfall of a storm or an evacuation, if you have to take them out of service.
- Communicate clearly to tenants prior to, during, and after a coastal storm as much as possible. As building owners, evaluate your capability to communicate critical information to all tenants through use of building systems (e.g. intercoms, fire alarm systems), email, or text messaging.
- Consider establishing alternative means of communication in the event of a power outage or other disruption of regular telephone communications between building staff, building managers, and building owners.
- Develop an evacuation plan for the property, as a well as a resiliency plan. Communicate these plans to building staff and tenants.
- Conduct an assessment of the property immediately after the storm.
- Ensure that your building staff is aware of what to do in common emergencies – such as who to contact to address flooding, electricity outages, and other common outage issues.
- Respond quickly to City agencies that may be reaching out to you as the property owner post-storm.
- For more information, view these documents:
 - [Emergency Planning and Evacuations for Residential Building Owners/Managers guide](#)
 - Get Ready for An Emergency (attached)
 - Before and After a Storm: What You Need to Know (attached)
 - [Ready New York Hurricane Brochure](#)
 - [To view this brochure in other languages, please visit the Ready NY website](#)
 - [Individual Emergency Preparedness/Evacuation Planning Checklist](#)

As stated above, **property owners are required by law** to post a temporary notice with emergency information in the common area of the building prior to a weather emergency, after a natural disaster, and after being informed of a utility outage to last more than 24 hours. View this [sample](#) notification.

For more information on property owner disaster response responsibilities, please visit this HPD webpage: <https://www1.nyc.gov/site/hpd/services-and-information/emergency-preparedness.page>

Tenant Data Privacy Law

Under Local Law 63 of 2021, property owners of multiple dwellings that utilize smart access (keyless) systems (including but not limited to key fobs, electronic or computerized technology, radio frequency identification card, mobile phone application, biometric identifiers, or any other digital technology) in order to grant entry to class A multiple dwelling, common areas in such multiple dwellings, or to an individual dwelling unit must obtain express consent from the tenant either in writing, or through a

mobile application to collect reference data from a user for use in a smart access system, and may collect only the minimum amount of authentication data and reference data necessary to enable the use of the smart access system. The owner must also provide tenants with a data retention and privacy policy. The smart access system must have robust security and safeguards to protect the security and data of tenants and their guests. The Tenant Data Privacy Law also provides for penalties for misuse of the system, or the data collected by such system.

For a copy of Local Law 63 and/or more information about the requirements for smart access systems, please visit www.hpd.nyc.gov.

New York State Emergency Rental Assistance Program (ERAP)

The New York State Emergency Rental Assistance Program (ERAP) provides assistance to New York City households who are behind on their rent.

Households approved for ERAP may receive:

- Up to 12 months of **rental arrears payments** for rents accrued on or after March 13, 2020.
- Up to 3 months of **additional rental assistance** if the household is expected to spend 30 percent or more of their gross monthly income to pay for rent.
- Up to 12 months of electric or gas **utility arrears payments** for arrears that have accrued on or after March 13, 2020.

Applications are now being accepted. Both tenants and landlords can apply – payments will be made to the landlord, and tenants will be notified of any payment made on their behalf.

Interested tenants and landlords are encouraged to apply as soon as possible. For more information about how to apply, and to find out if you qualify, visit otda.ny.gov/erap. There are [helpful documents and videos](#) on the NYS ERAP website. There are also community-based organizations helping New Yorkers apply across the five boroughs, listed at nyc.gov/erap.