

BEDBUG ANNUAL FILING

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

INSTRUCTIONS

This form can only be filed by owners who indicate an ownership type of INDIVIDUAL OWNER or JOINT OWNER on their Annual Property Registration. All other owners must submit this information online through the following link to HPD's webpage: <https://www1.nyc.gov/site/hpd/services-and-information/bedbugs.page>; paper forms will be rejected and returned to you. For more information on this requirement, you can view the Rules related to this process at <https://www1.nyc.gov/assets/hpd/downloads/pdfs/about/bedbug-report-submissions-final-rule-8-19-22.pdf>.

Local Law 69 of 2017 requires that the owner of a multiple dwelling(s) annually request information from building occupants about bedbug infestations, and, based on that information and the owner's activities during the year, file a Bedbug Annual Report with the New York City Department of Housing Preservation and Development (HPD). The filing requires information about bedbug infestations, and, if applicable, number of eradications of bedbugs in the multiple dwelling. This form can be submitted to fulfill the requirement Bedbug Annual Report. After filing the report, HPD will send back a receipt. The owner is required to provide the filing to the tenant, either by posting the report or distributing it to tenants as outlined in the Local Law. Please note that the property owner is also required to either distribute or post a copy of DOHMH'S Bedbug Information Notice in a prominent public location in the building. This notice provides information about the prevention, detection and removal of bedbug infestation.

The reporting period to be covered in the Bedbug Annual Report is November of the previous year through October of the current year. Property owners will be required to file a Bedbug Annual Report between December 1 and December 31. Once December 31 passes, HPD may issue a violation for failure to file.

The property must be registered with HPD for HPD to accept this report. Property owners can register by visiting the Property Registration Online System (PROS) at <https://a806-pros.nyc.gov/PROS/mdRInternet.html> or calling 212-863-7000 for assistance.

Property owners must file a Bedbug Annual Report even if the building is bedbug free. **[ALL REQUESTED INFORMATION MUST BE PROVIDED OR THIS FORM WILL BE REJECTED.](#)**

Mail Completed Form to: NYC Department of Housing Preservation & Development
Division of Code Enforcement
100 Gold Street, 5-Z12
New York, NY 10038

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DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

Premises Address: _____

Borough _____ Reg ID _____

Filed By Name: _____

(Print)

Address: _____

Phone #: _____

24-hour confidential number (as provided in Section 10 of your Annual Property Registration) _____

Report Period: **November 2021 through October 2022**

SECTION I: I am the: (Check One)

- Owner of the property
- Officer or Director of the Corporation that owns the property
- Managing Agent of the property

SECTION II: Complete 1-4. You must enter a number in each box (you can enter 0).

1) Total Dwelling Unit Count:

The total number of units in the multiple dwelling (whether or not the unit is occupied).

2) Infested Dwelling Unit Count:

The number of units, as reported by a tenant or otherwise known to the property owner, to have had a bedbug infestation during the Report Period.

3) Eradicated Dwelling Unit Count:

The number of units where eradication measures were employed during the report period.

4) Re-infested Dwelling Unit Count:

The number of units that reported having a bedbug infestation after eradication methods were employed during the report period.

SECTION III: I certify that: (Check One)

- A copy of this form and the DOHMH Bedbug Information Notice will be posted in a prominent location within the building within the 60 days of filing, and I will maintain a record of such posting.
- A copy of this form and the DOHMH Bedbug Information Notice will be given to each tenant within such multiple dwelling upon each lease renewal or the commencement of a new lease.

Signature of filer

Date