

BEDBUG ANNUAL REPORTS **FREQUENTLY ASKED QUESTIONS**

Housing Maintenance Code sections 27-2018.1 and 27-2018.2 require the owner of a multiple dwelling(s) to 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 eradication measures taken for the multiple dwelling. This [Bedbug Annual Report](#) must be filed electronically with HPD. Based on public feedback, HPD made a [paper form](#) available for property owners who are not able to file electronically due to lack of email or access to a computer. Owners of multiple dwellings who are registered pursuant to section 27-2098 as an individual or joint owner or other non-corporate form, may file on a paper form. Submission of paper bedbug reports by corporate owners will be rejected and the submission will be deemed noncompliant. Corporate owners, including corporations, LLCs, condominium corporations, cooperatives, and other corporate ownership types must use the electronic form as stated in section 27-2018.2. This adopted rule will make it easier for smaller property owners to file the required bedbug reports while ensuring that corporate property owners continue to meet the electronic filing requirements.

After filing the report with HPD, the owner is also required to provide it to occupants upon lease commencement or renewal OR post the report in a prominent public location within the multiple dwelling. The owner must keep a record of how the report was provided to occupants.

Property owners are required to file a Bedbug Annual Report with HPD every year between December 1st and December 31st.

This notice is intended for informational purposes only and is not intended as legal advice. This notice 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.

What information are property owners required to file?

Property owners are required to file the following based on the bedbug activity in the building between November 1, 2020 and October 31, 2021:

1. **Total dwelling unit count.** The total number of units in the multiple dwelling (whether or not the unit is occupied). This number cannot be zero
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 for the reporting period and annually for each subsequent report.
3. **Eradicated dwelling unit count.** The number of units where eradication measures were employed for the reporting period.
4. **Re-infested dwelling unit count.** The number of units that reported having a bedbug infestation after eradication methods were employed for the reporting period and annually for each subsequent report.

Do property owners need to file a Bedbug Annual Report even if the building is bedbug free?

Yes.

Are property owners required to file bedbug infestation history for each dwelling unit?

Property owners are required to file an aggregate report of the bedbug infestation history of the multiple dwelling that includes infestation history for all units – not an infestation history for an individual dwelling unit.

What if a tenant doesn't want to provide bedbug infestation history?

The owner must employ best efforts to obtain information from all units.

Do hotels have to file the Bedbug Annual Report?

Yes.

Are co-operatives and condominiums required to file the Bedbug Annual Report?

Yes.

Can an owner create one log-in account and file Bedbug Annual Reports for multiple buildings through that log-in?

Yes.

Can owners create their own template of the Bedbug Annual Report Filing Receipt to distribute to tenants or to post in a prominent location?

No. Property owners are required to distribute or post the electronic form that HPD provides to confirm the filing.

Are property owners required to distribute the Bedbug Annual Report to tenants that renewed a lease or signed a vacancy lease during the filing period?

Property owners are required to provide bedbug infestation history upon commencement of a new lease or renewal tenancy lease that begins after submission of the Bedbug Annual Report.

Who can be contacted if there are issues with filing a Bedbug Annual Report or accessing the Bedbug Portal?

Issues with the filing can be reported via email to HPD at enforcementdesk@hpd.nyc.gov.

What happens if I do not file Bedbug Annual Report?

A violation will be issued to the property owner for failure to file the report.