

DHCR Quick Guide

- **For new property owners:** Before attempting to file or amend any rent registrations with DHCR, complete an **RA-44** form with DHCR; which can be found **HERE**.
- Once you have established ownership with DHCR, you should obtain a rent roll history for the subject building(s). Rent rolls can be requested by **making an appointment prior to your visit with your local DHCR office** or via email **psu@nyshcr.org**

Bronx Borough Rent Office

1 Fordham Plz, 4th Flr
Bronx, NY 10458
Phone: 718-430-0880

Brooklyn Borough Rent Office

55 Hanson Place, Room 702
Brooklyn, NY 11217
Phone: 718-722-4778

Lower Manhattan Borough Rent Office

25 Beaver Street, 5th Flr
New York, NY 10004
Phone: 212-480-6700

Upper Manhattan Borough Rent Office

163 W 125th St, 5th Flr
NY, NY 10027
Phone: 212-961-8930

Queens Borough Rent Office and Enforcement Unit

92-31 Union Hall Street
Jamaica, NY 11433
Phone: 718-739-6400

Westchester County Rent Office

75 S Broadway, 3rd Flr
White Plains, NY 10601
Phone: 914-948-4434

- All annual apartment and building rent registrations (**NOT PREVIOUSLY REGISTERED WITH DHCR BY ANYONE**) must be submitted through the Owner Rent Regulation Applications, which can be found **HERE**.
- **If you have previously been given a USER ID for Annual Rent Registration Online (ARRO)**, your User ID remains the same.
- **If you have never been given a USER ID**, you can request access to the Owner Rent Regulation Application system, by sending an email to PSU@nyshcr.org and include your full name, company name (if applicable), mailing address and phone number. A User ID will be emailed to you by DHCR.
- If, according to the rent roll from DHCR, a particular year has been previously registered, **YOU SHOULD NOT FILE AN ANNUAL FOR THAT SAME YEAR**, an amendment must be filed instead.
- Instructions for **AMENDMENTS AND ADD-ONS**, which can be found **HERE** AND **HERE**.