

# HPD e-Rent Roll

Presentation for  
Owners and  
Managing Agents

# Two facets of eRR

## Excel Template

- Fill out universal eRent Roll template
- Include relevant fields for multiple HPD business units
- Update fields on a timely basis

## Submission

- Log in with NYC.ID
- Upload file
- Troubleshoot errors

# HPD Business Units using eRR

- Homeless Placement Services
- Asset Management
- HOME/LIHTC Compliance
- Marketing and Re-rentals
- Mitchell-Lama (Vacancy Tracking)

[rentroll1@hpd.nyc.gov](mailto:rentroll1@hpd.nyc.gov)

Unit Name	Number of Rooms	Balcony	Number of Bedrooms	Is Vacant	Lease End Date	Vacancy Reason
2A	4.0	Y	2	N		
2B	4.0	Y	2	N		
2C	3.0	N	1	Y	2/15/2022	
3A	4.0	Y	2	N		
3B	4.0	Y	2	Y		
3C	3.0	N	1	N	3/30/2021	Applicant ineligible

# e-Rent Roll Template

Mitchell-Lama required fields

## Vacancy Reasons (over 120 Days)

- 1 - Construction in process
- 2 - Applicant rejected apartment (send copy of offer letter to Portfolio Property Manager)
- 3 - Applicant ineligible
- 4 - Insufficient funds for unit restoration
- 5 - Section 8 application review in process
- 6 - Hospitality unit/Contractor staging
- 7 - External investigation
- 8 - Applicant financing in process
- 9 - Change in managing agent/site manager
- 10 - Other (send email to Portfolio Property Manager to specify)

## Tips for filling out Template

- Do not change column headers, can change order or delete columns
- Include as many fields as you collect
- Include all fields needed for all HPD business units you submit to
  - Completely fill out initial rent roll, and then you will only have to update changes

# HPD *eRent Roll*

[DOWNLOAD RENT ROLL TEMPLATE](#) [HELP](#)

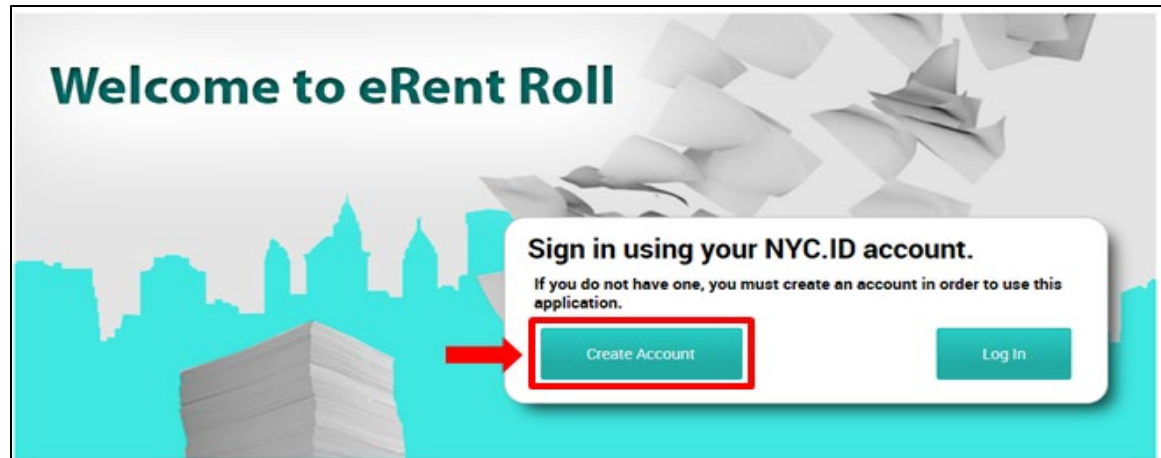
## Welcome to eRent Roll

**Sign in using your NYC.ID account.**

If you do not have one, you must create an account in order to use this application.

[Create Account](#)[Log In](#)

Must have  
valid NYC.ID





# Creating a NYC.ID

### Create Account

EMAIL

Email Address or Username:

Enter your valid email address

Confirm Email Address or Username:

Enter same email address for confirmation

PASSWORD

Password:

Create your secure password

Confirm Password:

Enter same password for confirmation

NAME

First Name:

Enter First Name

Middle Initial:

Last Name:

Enter Last Name

SECURITY

Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include "< ". If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1:

Answer 1:

Security Question 2:

Answer 2:

Security Question 3:

Answer 3:

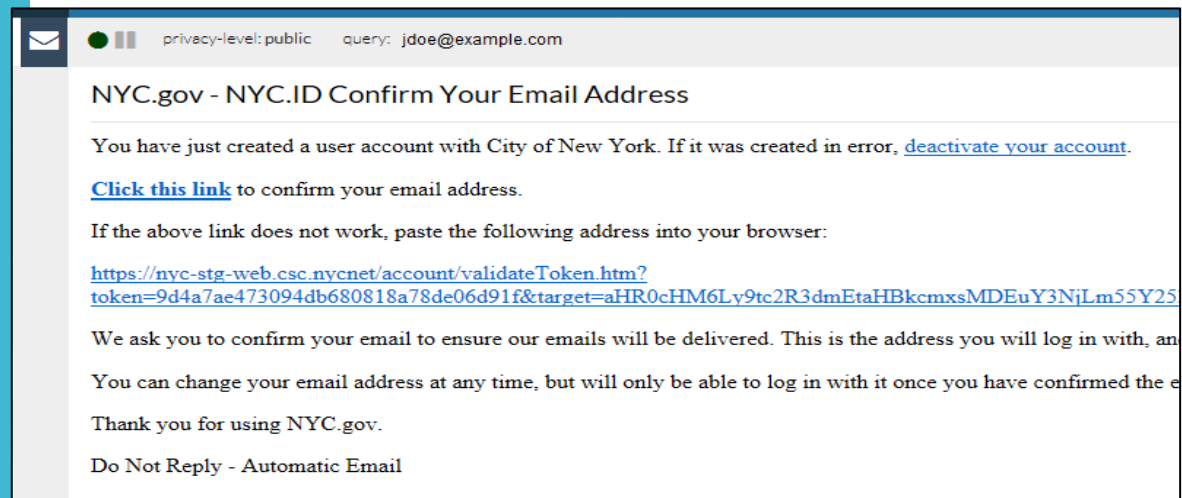
Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#). ☐

CREATE ACCOUNT

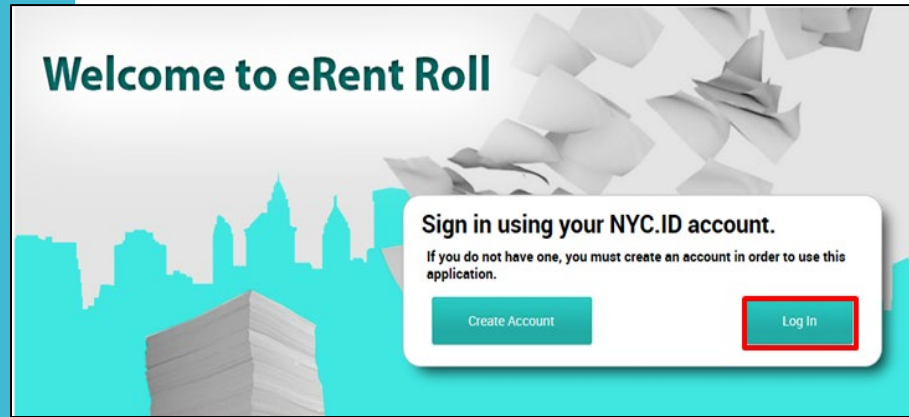
# Creating a NYC.ID

## Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.



# Log in with NYC.ID



## Login

NYC LOGIN

Email Address or Username:

Password:

LOG IN

[Create Account](#)  
[Forgot Password](#)

## 3 Steps to submitting a rent roll

Select

Select building (each building must be submitted separately)



Add

Add building-level data



Upload

Upload Excel rent roll file

HPD *eRent Roll*

SEARCH

DOWNLOAD RENT ROLL TEMPLATE

HELP

## eRent Roll

Address

Tax Lot

Select borough ▼

Enter Address

Street Number and Street Name



1. Search for a building  
by Address

# eRent Roll

The screenshot shows the 'eRent Roll' search interface. At the top, there are two tabs: 'Address' (which is selected and highlighted in teal) and 'Tax Lot'. Below the tabs is a search bar with the placeholder text 'Enter Address Street Number and Street Name' and a magnifying glass icon. A dropdown menu is open under the 'Address' tab, showing the following options: 'Select borough' (highlighted in blue), 'Manhattan' (pink), 'Bronx' (pink), 'Brooklyn' (grey), 'Queens' (pink), and 'Staten Island' (pink).

1. Search for a  
building

By address

# eRent Roll

Address	Tax Lot
Manhattan	Enter Address
	100 gold street



1. Search for a building

By address

Address

Tax Lot

Manhattan

Enter Address

100 gold street

Q

## 1 Search Results for 100 Gold Street, Manhattan

Building ID	BBL	Borough	Building Address
21913	1-00094-0025	Manhattan	100 Gold Street

## 1. Search for a building

By address



# eRent Roll

Address

Tax Lot

Enter BBL

Enter Boro-Block-Lot



1. Search for a  
building

By Borough/Block/Lot

---

Enter the **Borough**, **Block**, and **Lot** in any of the following formats:

Enter BBL	1-94-25	×	Q
Enter BBL	1 94 25	×	Q
Enter BBL	1,94,25	×	Q
Enter BBL	1, 00094, 0025	×	Q

*Use the code of the corresponding Borough*


1	Manhattan
2	Bronx
3	Brooklyn
4	Queens
5	Staten Island

## 1. Search for a building

By Borough/Block/Lot

Address

Tax Lot

Enter BBL  

1 Search Results for 1, 00094, 0025

Building ID	BBL	Borough	Building Address
21913	1-00094-0025	Manhattan	100 Gold Street

1. Search for a building

Double click to select the building for uploading a Rent Roll

HPD *eRent Roll*[SEARCH RESULTS](#) [DOWNLOAD RENT ROLL TEMPLATE](#) [HELP](#)

**PLEASE NOTE:** The e-Rent Roll template's race category codes have been updated to align with the codes used in the standard Tenant Income Certification form. To avoid the rejection of your Rent Roll by the system, please take the time to update the race codes

**100 Gold Street**  
Manhattan, NY 10038

Tax Lot (BBL)

1-00094-0025

HPD Building ID

21913

Building Identification Number

1001289

[View Map](#)[UPLOAD RENT ROLL](#)[PAST UPLOADS](#)

Is this rent roll part of Annual Owner Certifications for compliance with federal regulations required for housing with HOME funding and/or Low Income Housing Tax Credits (LIHTC)? [\(more info\)](#)

☐ Yes ☒ NoThis building is not part of the HOME/LIHTC program.As of date \* 

Select the Utility Type for Building \*

Select File \*

[Browse](#)

☐ I understand that I am submitting rent roll information for 100 Gold Street, Manhattan, NY 10038 and that this information, to the best of my knowledge and belief, correctly represents the facts. Any improper or fraudulent information may be used against me. \*

[Submit](#)

## 2-Add building-level data

## 2-Add building- level data

- For Mitchell-Lama buildings: Select 'No' checkbox and enter the 'As of date'.

Is this rent roll part of Annual Owner Certifications for compliance with federal regulations required for housing with HOME funding and/or Low Income Housing Tax Credits (LIHTC)? [\(more info\)](#)

☐ Yes ☒ No

As of date \*  

## 2-Add building-level data

Select the Utility Type for Building \*

Select File \*

☐ I understand that I am submitting this information to the best of my knowledge

Tenant pays no utilities
Tenant pay for cooking gas
Tenant pays electricity (no stove)
Tenant pays electricity (with stove)
Tenant pays cooking gas and electricity

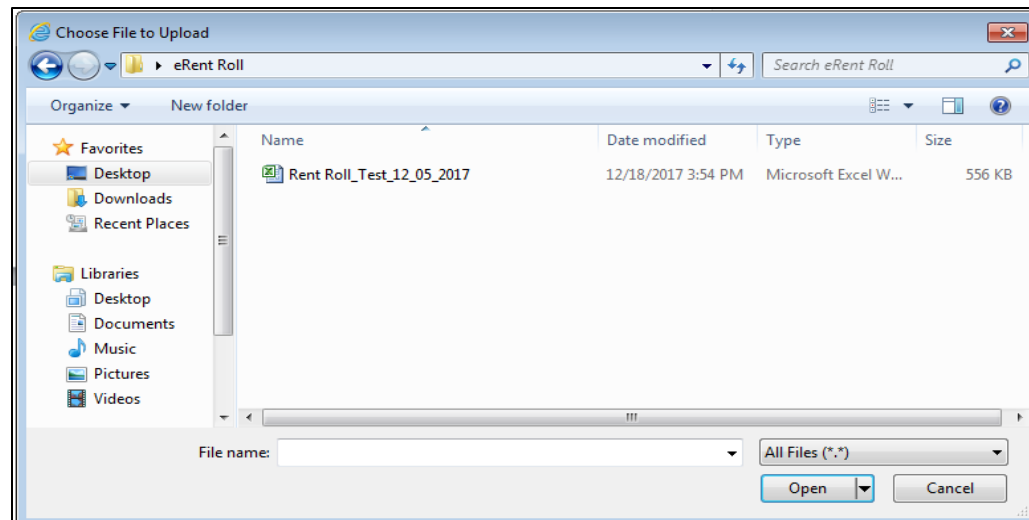
Select the Utility types (if any) that tenants are responsible for paying your building.

## 2-Add building-level data

- Click on 'Browse' and upload dialog box appears. Navigate to the Excel file saved on your computer and click on the file, then 'Open'


Select the Utility Type for Building \* Tenant pays cooking gas and electricity ▼

Select File \*




### 3. Upload Excel file

☐ Yes ☒ No

As of date \* 12/01/2017 

Select the Utility Type for Building \* Tenant pays cooking gas and electricity ▾

Selected File  Rent Roll\_Test\_12\_05\_2017.xlsx

☒ I understand that I am submitting rent roll information for 100 Gold Street, Manhattan, NY 10038 and that this information, to the best of my knowledge and belief, correctly represents the facts. Any improper or fraudulent information may be used against me. \*

[Submit](#)

- Confirm proper file has been selected, click checkbox to affirm that the information you are sending is true to, and click 'Submit.'



# Errors

**For Column Issues:** It occurs when the column headers do not match the eRent Roll template.

**Excel Example:**

	A	B	C	D
1	HPD			
2	100 Gold Street			
3	New York, NY 10038			
4	Unit Name	Square Feet	Floor(Test Excel)	Number of Rooms
5	1-A	650.00	1	2.0
6	1-B	700.00	1	3.0
7	1-C	700.00	1	3.0

**Column Error Example:**

The rent roll you have tried to submit, **Rent Roll\_Test\_12\_05\_2017.xlsx**, has the following issues. Please make corrections and then go back to the Upload Rent Roll tab and try again.

Export Report

## Column Issues

Column Name	Issue
Floor (Test Excel)	Unrecognized columns.
Unit Name	The column 'Unit Name' is missing.

**Error Type A:**

- If original column name is changed, it will return an error with the issue “Unrecognized columns”.
  - Do not change the name of the column headers.

**Error Type B:**

- If Unit Name is not in the first row, the error will be “The column ‘Unit Name’ is missing”.
  - Do not insert rows at the top of the template.

# Errors

**For Format Issues:** Each column in the eRent Roll template is formatted to be either a number, text, or date. Changing the format (for example, writing 'one' instead of '1') will result in an error report.

## Excel Example:

F
Number of Bedrooms
one
one
one

## Format Error Example:

Format Issues		
Unit Name	Column Name	Issue
1-A	Number of Bedrooms	Invalid number.
1-B	Number of Bedrooms	Invalid number.
1-C	Number of Bedrooms	Invalid number.



## Error Type C:

- 'Number of Bedrooms' should be numerical; it will return an error with the issue "Invalid Number".
  - Do not copy and paste data that is in a different format than the template.
  - The error message will indicate which unit has a format issue problem.

# Past uploads

211 Clinton Street  
Brooklyn, NY 11201

Tax Lot (BBL)  
3-00292-0002

HPD Building ID  
222994

Building Identification Number  
3003055

View Map

UPLOAD RENT ROLL PAST UPLOADS

Search

Upload Date	HOME/LIHTC	As-of-Date	Upload By	Utility Type	Status	Rent Roll
09/25/2017	No	09/01/2017	J. Doe	Cooking Gas & Electricity (no stove)	Accepted	<a href="#">Download</a>
09/14/2017	No	08/31/2017	J. Doe	Cooking Gas & Electricity (no stove)		<a href="#">Download</a>

You can download and update previous rent rolls that you have submitted  
Click on 'PAST UPLOADS'