

Bulletin to Property Owners – June 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.

Property Registration changes, including new requirements regarding lead-based paint compliance

The annual property registration has begun. Property owners / agents who have provided HPD with an email address on the current registration should have received an email notice earlier this week about the revised registration form which is available through the Property Registration Online System (PROS). Note that the form prints as an 8 ½ X 11 form. We strongly encourage everyone to use PROS to obtain your form. Do not forget to make any appropriate changes, 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). You should use the new payment form that is now included with your printed form to ensure that your payment is properly processed.

Note that there is a change on the registration form for properties built prior to 1960. Registration forms for these properties include a section on compliance with requirements of Local Law 1 of 2004, The New York City Childhood Lead Poisoning Prevention Act. For more information on the requirements of this law, you can go to our [Lead-Based Paint webpage](#), or, during the registration process, click on the links provided for information about the specific requirements. If you are not currently in compliance with these requirements, we highly encourage you to view our webinars (see the EDUCATION section on the webpage) about each topic so that you can immediately start to bring yourself into compliance. **Penalties may be significant for failure to comply with Local Law 1 of 2004.**

If you are asked to complete this new section but your building is : 1) Built after January 1, 1960 or 2) Built between 1960 - 1978 and the property has never been issued a tested lead-based paint

violation (order #617) by HPD or a Commissioner's Order to Abate (COTA) by the Department of Health and Mental Hygiene (DOHMH) and you have no knowledge of lead-based paint on the property; or 3) A legal 1 or 2 residential units and neither unit is rented, email HPD with the building address, borough, and correct information for the year built or number of units at codevios@hpd.nyc.gov so that HPD can update its records accordingly. You may submit supporting documentation such as the certificate of occupancy along with your request. **If your building was built prior to 1960 and has undergone a major rehabilitation you are still subject to Local Law 1 compliance unless you have been issued an [Exemption](#) by HPD for the entire building.**

Disaster Response Signage

Prior to the expectant arrival of a weather emergency, a natural disaster event or after being informed about a utility outage which is expected to last for more than twenty-four hours, the owner of a residential dwelling where at least one dwelling unit is not occupied by such owner shall post the following information in common areas of the residential dwelling on signs of sufficient size to be seen: (i) whether the building is located in a hurricane evacuation zone as defined by the office of emergency management and if applicable, which zone the building is located in; (ii) the address of the nearest designated evacuation center; (iii) when a person should contact 911 and 311 during a weather emergency, a natural disaster event or the utility outage; (iv) whether during the utility outage, services such as potable water, corridor, egress, and common area lighting, fire safety and fire protection, elevators, charging locations for cellular telephones, domestic hot water, or heating and cooling will be provided; (v) contact information for building personnel in the event of an emergency, including email addresses, phone numbers and other methods of communication; (vi) instructions on removing furniture from rooftops and balconies during high wind events and; (vii) for buildings that utilize pumps, instructions on reducing water consumption during the utility outage. Such signs shall be updated by the owner of the residential building as needed and must be removed after the passage of the weather emergency, the natural disaster event, or the restoration of utility services. A sample of the posting can be found [here](#).

New York State Emergency Rental Assistance Program (ERAP)

Program open as of June 1, 2021. Applications are now being accepted.

The New York State Emergency Rental Assistance Program (ERAP) will provide significant economic relief to help low- and moderate-income households at risk of experiencing homelessness or housing instability by providing rental arrears, temporary rental assistance and utility arrears assistance.

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.

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.

For more information about how to apply, and to find out if you or your tenants qualify, visit otda.ny.gov/erap. There are also community-based organizations helping New Yorkers apply across the five boroughs, listed at nyc.gov/erap.

Work With Us To Help House New Yorkers

New York City landlords have an opportunity to fill vacancies and boost their operating revenue while serving New Yorkers in need of help. The Department of Social Services (DSS) offers City-funded rental subsidies to households exiting the shelter system. These families and individuals have rental subsidies that make up the difference between the rent and what they would be able to pay on their own. The City may also pay brokers' fees on behalf of eligible clients and, in some instances, a bonus to landlords for identifying units.

In this challenging economic time, renting to DSS clients can help stabilize landlords' rental income. Because the City is paying the majority of the rent, and that share can increase if the tenant's income drops, City rental subsidies can help insulate landlords from uncertainty.

More information about City rental subsidies can be found here:

<https://www1.nyc.gov/assets/hra/downloads/pdf/rent-subsidy-flyer.pdf>. If you have an apartment to lease, please call the Public Engagement Unit's Home Support Line at 929-221-0047 or fill out the online form at <http://nyc.gov/homesupportunit>.

Boiler Inspections: Department of Building (DOB)

The Department of Buildings' Boiler Unit oversees the installation and operation of New York City's boilers and fuel oil storage installations. Property owners are responsible for ensuring that their boilers operate safely and are in compliance with the Building Code and all related regulations. Failure to provide adequate heat between October and May each year may lead to HPD violations, inspection fees, civil penalties and/or inclusion in HPD's Heat Sensor Program. We strongly encourage you to ensure that your inspections are done annually as required and your boilers are maintained in accordance with manufacturer instructions to ensure that heat can be adequately provided as required.

Boiler Inspection Cycle - January 1 to December 31. Low Pressure Boiler and High-Pressure Boiler Internal and External Inspections must be performed and filed with the Department during this cycle.

- [High Pressure Boiler Inspections](#)
- [Low Pressure Boiler Inspections](#)
- [First Test Appointments](#)
- [Filing Fees & Penalties](#)

- [Closing Outstanding DOB Boiler Violations](#)

Contact the Boiler Division:

Boiler Division Customer Service Window

280 Broadway, 1st Floor

New York, NY 10007

Hours: 8:30 am to 2:00 pm (Monday - Friday)

Boiler Division Hot Line (for non-technical questions)

(212) 393-2661 or www.nyc.gov/dobhelp

Hours: 8:30 am to 4:00 pm (Monday - Friday)

Read DOB's [FAQs](#) for answers to common questions people have about boilers and violations

Boiler Technical Unit (for First Test Appointment or other technical boiler-related questions or issues)

(212) 393-2784

Hours: 8:30 a.m. to 3:30 p.m. (Monday-Friday)

For non-technical questions: www.nyc.gov/dobhelp

For technical questions: BoilerTechnical@buildings.nyc.gov

Additional Contact Information:

DEP Boiler Registration Renewal

(718) 595-3855

Boiler Complaints

Visit [311 Online](#) or call 311