

Senior Citizen Rent increase Exemption (SCRIE) Portability Request Form

This form is to be used by Senior Citizens who seek to transfer their SCRIE when moving from an apartment exempt under programs administered by the Department of Finance or HPD.

*To be eligible for Portability, your new rent/maintenance must be equal to or higher than the rent/maintenance of your old apartment.

PART I – INSTRUCTIONS

- 1) Complete Part II and Part III in full.
- 2) Complete the attached SCRIE application in accordance with the instruction sheet.
- 3) You must submit the following:
 - a) This completed Portability Request Form
 - b) A copy of your current Senior Citizen/DRIE Exemption order
 - c) A complete SCRIE Application with all requested income information
- 4) Submit all applicable documents mentioned above to; Moralesa@hpd.nyc.gov or to:

**SCRIE Unit
Division of Housing Supervision
100 Gold Street, Room 7-M
New York, NY 10038**

Part II – General Information

- 1) Applicant's information and new address
 - a) Name _____
 - b) New Address _____ Apt. _____ Tel No. (____) _____
 - c) City, State, Zip code _____
 - d) Date of Occupancy/Anticipated Occupancy _____
 - e) Name of Development Company _____
- 2) Applicant's Old Address (where Senior Citizen/DRIE Exemption Order was in effect)
 - a) Previous Address _____ Apt. _____
 - b) City, State, Zip code _____
 - c) Amount of last rent/maintenance paid \$ _____

Part III – Affirmation

I affirm that I am the Senior Citizen whose name appears on the copy of the attached Senior Citizen Exemption Order and above in Part II.

Signature of Applicant _____ Date _____

