



# DRIE 2018 Disability Rent Increase Exemption SHORT FORM RENEWAL APPLICATION

**Eligibility:** Applicants can submit a short form renewal if they have been previously approved for five or more consecutive benefit periods. If you submit this form and are found ineligible to use it, we will require you to provide proof of your prior year's household income.

**Instructions:** Please complete and mail this renewal form with supporting documentation to:

**NYC Department of Finance, Attn: SCRIE/DRIE Unit, 59 Maiden Lane, 22nd Floor, New York, NY 10038.**

Section 1 - Application Information		
First Name:	Last Name:	
Address:		
Social Security Number:	Date of Birth:	Docket Number:
Phone Number:	Email Address:	

Section 2 - Household Income Information
<p>Has your household income increased by more than \$1,000 per year since you filed your last renewal application?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If you answered yes, please submit proof of your household income for 2017.</p> <p>If you answered no, you are <b>not</b> required to submit any additional proof of household income.</p>

### Section 3 - Continued Eligibility Certification

Please read carefully and sign the below certification. Your application is not complete if you do not sign.

I hereby certify that all information contained in the application is true and correct to the best of my knowledge and belief and I understand that the willful making of any false statement of material fact therein shall subject me to the provisions of law relevant to the making and filing of false instruments and loss of the benefit, and that subsequent reapplication shall be as a new applicant.

I understand that my income is subject to income verification by the Department of Finance.

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Print Name of Primary Person

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Signature of Primary Applicant

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Date

*Note: If a Power of Attorney or Court Appointed Guardian is signing on behalf of the primary applicant, the Power of Attorney or court documentation is required.*

#### Documents to send:

- (1) Renewal lease signed by you and your landlord.
- (2) If you answered yes to the question in section 2, attach proof household income for 2017.
- (3) If applicable, attach proof of income for 2017 for any **new** household members and provide their name, date of birth, and date they moved in.

**Note:** Rent controlled applicants should provide their new Notice of Maximum Collectible Rent form RN-26 and Fuel Cost Adjustment form RA33.10 for 2017 and 2018 (if available). Rent demand applicants should submit an updated rent demand letter from your landlord/management listing your current and prior rent amount. Mitchell-Lama applicants, if your rent increased provide an updated rent receipt, rent increase letter, or a rent printout from your management office.

## Tenant Representative:

If you previously provided a Tenant Representative and that information has changed, please provide the updated information. If you did not have a Tenant Representative and you want copies of your notices sent to another person (in addition to you), please select a representative and complete the following:

Name:		Relationship to Tenant:	
Address:			
City:		State:	Zipcode:
Email Address:		Phone Number:	

## General Information:

For general information and questions about DRIE, please send us a message at [nyc.gov/contactdrie](https://nyc.gov/contactdrie) or call **311**. You may also visit our DRIE office at 66 John Street, 3rd Floor, New York, NY. We are open Monday through Friday, between 8:30 AM and 4:30 PM.

If due to a disability you need an accommodation in order to apply for and receive a service, or to participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at [nyc.gov/contactdofeeo](https://nyc.gov/contactdofeeo) or by calling **311**.