

FACT SHEET

ETPA



George E. Pataki, Governor
Joseph H. Holland, Commissioner

A PUBLICATION OF NEW YORK STATE
DIVISION OF HOUSING AND COMMUNITY RENEWAL
OFFICE OF RENT ADMINISTRATION

#2 MAINTENANCE AND OPERATIONS COST SURVEY

Each year, owners of all housing accommodations subject to ETPA must complete and certify a “Property Maintenance and Operations Cost Survey Schedule.” DHCR policy research and analysis staff members use the Surveys to tabulate the changes in owner’s cost and income from year to year. These tabulations are used by the County Rent Guidelines Boards to determine rent guidelines.

The filing of this Survey does not satisfy an owner’s responsibility to annually register all of the apartments subject to the ETPA with the Division of Housing and Community Renewal (DHCR). **Both requirements, the Survey and Registration, must be satisfied for the owner to legally collect the guideline increase.**

Nassau, Westchester, and Rockland County Rent Guidelines Boards have generally held that when an owner fails to file the completed Survey in a timely manner, they may not be eligible to collect guideline increases for the following lease term. All information on the Surveys is kept confidential, unless the owner indicates otherwise.

The County Boards generally require that the owner forward one copy of the Survey to DHCR within 45 days of receipt by Certified Mail Return Receipt Requested.

The “D-1” List

If an owner *fails to return* the completed survey to DHCR, that owner’s name is added to the “D” list. That listing means that without a legally acceptable reason for failing to submit the Survey, the owner may be ineligible for guideline rent increases.

The “B-2” List

Late filing of the Survey will place an owner on the “B-2” list. By filing late, an owner may also forfeit guidelines rent increases.

For more information or assistance, call or visit your local District Rent Office

Nassau
50 Clinton St. 6th Fl.
Hempstead, NY 11550
(516) 481-9494

Westchester
55 Church St.
White Plains, NY 10601
(914) 948-4434

Rockland
94-96 North Main St.
Spring Valley, NY 10977
(914) 425-6575