

FACT SHEET

ETPA



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

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DIVISION OF HOUSING AND COMMUNITY RENEWAL
OFFICE OF RENT ADMINISTRATION

#3 LEASE RENEWAL

Tenants in residence have the right to select a lease renewal for a one or two year term. The owner must offer notice of renewal by certified mail or personal delivery on lease renewal forms, *Owner's Notice To Tenant for Renewal of Lease, [DHCR form RTP-8 Outside NYC]* not more than 120 days and not less than 90 days before the existing lease expires.

The owner may charge the tenant a County Rent Guidelines Board authorized adjustment based on the length of the renewal lease term selected by the tenant. For example, the guidelines adjustments for renewal leases (for buildings providing heat and hot water) determined by the Westchester Rent Guidelines Board effective from October 1, 1990 until September 30, 1991 are 4% for a one year lease renewal and 7% for a two year lease renewal. A rent increase would be computed as follows:

Example 1: A tenant in an ETPA apartment in Westchester with a rent of \$500 decides to renew their lease for a one year term.

$$\begin{aligned} \$500 \text{ (old rent)} \times .04 &= \$20 \text{ (rent increase)} \\ \text{New rent will be } & \$520 \end{aligned}$$

Example 2: A tenant in an ETPA apartment in Westchester with a rent of \$450 decides to renew their lease for a two year term.

$$\begin{aligned} \$450 \text{ (old rent)} \times .07 &= \$31.50 \\ \text{New rent will be } & \$481.50 \end{aligned}$$

For applicable guideline rates for lease renewals, contact your local DHCR office in Nassau, Westchester, or Rockland counties.

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