



State of New York
Division of Housing and Community Renewal
Office of Rent Administration
Web Site: www.dhcr.state.ny.us

Gertz Plaza
92-31 Union Hall Street
Jamaica, NY 11433

Docket Number:

**Tenant's Complaint of Owner's Failure to Renew Lease and/or
Failure to Furnish a Copy of a Signed Lease**

Instructions to Tenant: Please type or print clearly all information requested on both sides of this form and attach the evidence requested below. Mail or deliver the original plus one copy of the signed form, and one copy of all attachments, to the Rent Office shown above. Keep one copy for your records.

Note: As stated in Section 2522.5 of the Rent Stabilization Code, an owner is required to furnish to the tenant a copy of a fully executed new or renewal lease within 30 days of receipt of the lease, signed and dated, from the tenant. Sections 2522.5 (b) (1) and 2523.5 of the Rent Stabilization Code require an owner to offer a tenant, in writing, the option of a one-or two-year renewal lease. Such offer shall be made not more than 150 days and not less than 90 days prior to the end of the tenant's lease term, and may be served on the tenant by mail or personal delivery. The tenant's acceptance of such offer must be returned to the owner, either by mail or personal delivery, within 60 days.

Part I - General Information

1. Mailing Address of Tenant: (Please print or type)

Name: _____
Number/Street _____ Apt. No.: _____
City: _____
State, Zip Code: _____
Telephone Number: Bus. () _____
Res. () _____

2. Mailing Address of Owner/Agent: (Please print or type)

Name: _____
Number/Street: _____
City: _____
State, Zip Code: _____
Telephone Number: () _____

Subject Building (if different from tenant's mailing address):

Number and Street

Apartment Number

City, State, Zip Code

Part II - Rental History

3. Terms of apartment rental: Complete either (a) or (b) **and** both (c) and (d)

(a) I moved into this apartment on ____/____/____ under a written lease of _____ years, commencing on
____/____/____ and expiring on ____/____/____ at a rental of \$ _____ per month.

(b) I moved into this apartment on ____/____/____ without a written lease at an initial rent of \$ _____ per month.

(c) The last lease I received for this apartment was for a period of _____ years, commencing on ____/____/____ and
expiring on ____/____/____ at a rental of \$ _____ per month.

(d) I ☐ am ☐ am not up-to-date with my rental payments.

Part III - Nature of Complaint

(Check applicable boxes. If you have additional comments on questions 4-7, please attach additional sheets.)

- ☐ 4. The owner refuses to give me a renewal lease.
- ☐ 5. The owner refuses to give me a lease for _____ years as I requested. The owner offered a lease for _____ years.
- ☐ 6. The owner refuses to offer me a renewal lease on the same terms and conditions as were contained in my expiring lease. The owner has made changes in the new lease. (Identify the clauses in the expiring and new leases below.)
- ☐ 7. The owner failed to furnish me with a signed copy of my new or renewal lease.
- ☐ 8. The complaints contained in this application were brought to the attention of the owner or his/her agent:
- ☐ In person ☐ By phone ☐ By letter or other written notice

Part IV - Evidence

The following evidence must be submitted to support your complaint;

1. A photocopy of your initial lease for the apartment.
2. A photocopy of the current or last lease for your apartment.
3. Proof of payment of rent for the last six (6) months immediately preceding the filing of this complaint.
4. If you are seeking the addition of your spouse as a tenant named on the renewal lease, please submit a photocopy of your Marriage Certificate, together with evidence that your spouse is residing in the apartment.
5. Any other relevant evidence to support your complaint.

Complete this section if you have additional comments on questions 4-7 in Part III:

I have read the above statements and I affirm, under the penalties provided by law, that the contents are true to my own knowledge. It is not necessary that the above be sworn to, but false statements may subject you to the penalties provided by law.

_____/_____/_____
Date

Tenant's Signature

Be sure to date and sign this Form