



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  
(718) 739-6400

Docket Number:

### For Rent Controlled Accommodations Only

**Owner's Notice of a Rent Increase Based on Increased Services/New Furnishings/Equipment/Painting;  
and Tenant's Statement of Consent**

**Owner's Application for Air Conditioner Charges or For an Increase in Maximum Rent for Painting**

**Mailing Address of Tenant:**

Name: \_\_\_\_\_

Number/Street : \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Subject Building: \_\_\_\_\_  
Number and Street Apartment Number City, State, and Zip Code

**Mailing Address of Owner/Agent:**

Name: \_\_\_\_\_

Number/Street: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

**Painting Special Instructions:** Where painting is not included in the rent: The tenant's written consent is not required to apply for a 1/40th increase in rent for painting which is done to comply with requirements of law, such as to cure violation. In such case use Part B, item 3 of this form. If with tenant's written consent, use Part A. Please check the appropriate box(es) and enter the required information.

#### Part A

**Owner's Notice of a Rent Increase Based on Increased Services or New Furnishings or  
Equipment or Painting with the Tenant's Consent**

**Tenant :** Review this notice carefully prior to signing the Tenant's Statement of Consent below. Your signature indicates that you accept the proposed rent increase. The appropriate increase is effective on the first rent payment date following the owner's filing of this form with the Office of Rent Administration. If any of the services, furniture, furnishings, or equipment provided in or to your apartment is broken or defective and cannot be repaired, you need not consent to a rent increase for its replacement with new items. Rather, you may require the owner to repair or replace such items with serviceable, used items at no increase in rent. If no serviceable, used items are available, you may require the owner to replace the items with new ones, at no increase in rent, and need not consent to a rent increase.

**Owner:** Check the box and provide all the information requested below. You should keep copies of contracts and proof of payment, such as paid bills and cancelled checks (front and back), for each item to substantiate the rent increase. Inability to substantiate the cost of these items upon tenant challenge may result in revocation of any rent increase.

☐ The owner and tenant, by mutual, voluntary, written agreement, agree to a substantial modification or increase in dwelling space or an increase in the services, furniture, furnishings or equipment provided in or to the housing accommodations, as described below. A rent increase has been agreed to and calculated as follows:

Total cost of items listed below .....\$ \_\_\_\_\_

Amount of monthly increase agreed to (may not exceed amount listed above divided by 40 ).....\$ \_\_\_\_\_

**Increased Services, Furniture, Furnishings, or Equipment or Cost of Initial Painting**

Item	Age of Item Replaced (If painting, leave blank)	Date Installation Completed	Cost*

\*Actual Cost(s), including installation, after applicable rebates, discounts or refunds, but excluding finance charges. **Total**

#### Tenant's Statement of Consent

I have read this notice and agree to the increase in rent specified in this notice, based on the increased services or facilities provided to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

## Part B

### Owner's Application for Air Conditioner Charges or for an Increase in Rent for Painting

The tenant's written consent is not required for the following items. No rent increase may take effect until an order is issued by the Office of Rent Administration granting the increase.

- ☐ 1. Air Conditioner Electrical Allowance: electricity is included in the rent. The owner and tenant, by mutual, voluntary, written agreement, or by the tenant's having provided for the installation, agree to a monthly increase for electricity for \_\_\_\_\_ (enter number) air conditioner(s) installed in the housing accommodations.

a. The monthly increase for air-conditioner electricity for one air conditioner in the currently effective annual update of Supplemental No.1 to Operational Bulletin 84-4, is.....\$ \_\_\_\_\_

b. Number of air conditioners installed..... \_\_\_\_\_

Amount of monthly increase (multiply "a" by "b").....\$ \_\_\_\_\_

- ☐ 2. The tenant has installed, at his/her own expense, an air conditioner in the following housing accommodation. Electricity is not included in the rent. The rent increase is calculated as follows: If the air conditioner protrudes beyond the window line, a \$5.00 per month increase may be authorized. If the air conditioner does not protrude beyond the window line, no increase is warranted.

Enter the increase, if any, here.....\$ \_\_\_\_\_

- ☐ 3. Painting is not a service included in the rent for this housing accommodation. The owner has painted the housing accommodation and undertakes the responsibility for painting the housing accommodation every three years.

a. Cost of the initial painting.....\$ \_\_\_\_\_

b. Date Completed..... \_\_\_\_/\_\_\_\_/\_\_\_\_

c. Monthly rent increase applied for (divide amount on line "a" by 40) .....\$ \_\_\_\_\_

For one apartment only, please indicate the following:

Date tenant took occupancy \_\_\_\_/\_\_\_\_/\_\_\_\_ Current apartment rent \$ \_\_\_\_\_ per \_\_\_\_\_

#### Affirmation of Owner:

(You must enter the date and sign below, to affirm the truth of all statements which you have made in parts A and/or B in this notice/application.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner, Officer or Agent

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

**Warning: False statements may subject you to the penalties provided by law.**

**Owner's Filing Instructions:** File an original and one copy of this form by mailing or hand delivering them to the Office of Rent Administration at the address given at the top of the front side of this form. Keep another copy of the form for your own records. If you have completed Part B ("Owner's Application for Air Conditioner Charges or for an Increase in Rent for Painting"), the agency will mail a copy of the application to the tenant and will afford the tenant an opportunity to answer the application.