

## **HUTS Data Exchanges – Outside Agencies**

The following is a list of the data exchanges with outside agencies that exist for HUTS data and a brief description of the purpose of each.

### **New York City Department of Finance**

DHCR extracts information for all rent stabilized apartments registered for a selected year in HUTS and places it on the DHCR file transfer protocol (FTP) server. Staff at the NYC Department of Finance log on to the DHCR FTP server and download the file to their server. The Department of Finance uses this data to bill owners a \$10 annual fee for each rent stabilized apartment.

DHCR sends an Excel spread sheet containing parcel information for a sample of buildings that received a granted MBR order the previous cycle to the NYC Department of Finance's Property Division. In return DHCR receives spread sheets of updated commercial income data. This data is used by DHCR's Research and Analysis Unit in calculating the various components of the new MBR cycle's Standard Adjustment Factor (SAF).

DHCR sends an Excel spread sheet containing parcel information for a sample of buildings that received a granted MBR order the previous cycle to the NYC Department of Finance's Finance IT Division. In return DHCR receives zip and bin files of tax valuation and abatement data for the parcels. This data is manually transferred to the mainframe and then loaded into a SAS (Statistical Analysis System) file for use by DHCR's Research & Analysis unit in calculating the various components of the new MBR cycle's Standard Adjustment Factor (SAF).

### **New York City Department of Environmental Protection**

DHCR sends an Excel spread sheet containing a sample of buildings that received a granted MBR order the previous cycle to the NYC Department of Environmental Protection. In return DHCR receives updated water and sewer data for the buildings in a zip file. The data received is used by DHCR's Research and Analysis Unit in calculating the various components of the new MBR cycle's Standard Adjustment Factor (SAF).

### **New York City Housing Preservation and Development**

DHCR extracts building address information for buildings that have filed a Maximum Base Rent Application within the five most recent cycles. The file is placed on the DHCR FTP server and Housing Preservation and Development (HPD) retrieves the file. HPD uses the file to find all building violations that have been recorded against the building and they return a file with this information to the DHCR FTP server. This information is used for determining if an owner needs to file a Violation Certification when they submit their Maximum Base Rent Application.

### **New York City Rent Guidelines Board, New York City Department of Housing**

## **Preservation and Development, New York City Independent Budget Office, New York City Department of Finance**

DHCR extracts information from HUTS of the rent stabilized apartments and associated buildings that were received for a selected registration year, encrypts the file using PGP and places the encrypted file on the DHCR FTP server. Staff at the above agencies log on to the DHCR FTP server and download the files to their server where they decrypt the files. The Rent Guidelines Board uses this data for research studies. The Housing Preservation and Development uses this data for the NYC Housing and Vacancy Survey which is mandated by NY State and NYC rent control/rent stabilization laws. The Independent Budget Office uses this data to assess neighborhood variation in rents across regulated units. The Department of Finance uses this data to assist them in determining the market value of properties in NYC.

## **New York State Tax and Finance**

DHCR extracts tenant records in HUTS that have been flagged by the Office of Rent Administration examiners as potential Luxury Decontrol cases. The file is placed on the NYS Department of Tax and Finance's FTP server. The Department of Tax and Finance then matches these records to their files and returns a file to DHCR via their FTP server with the results of the matching and relevant income information. The information returned from the Department of Tax and Finance is used in the determination of the Luxury Decontrol cases.

## **HUTS Data Exchanges – DHCR Internet Applications**

The following is a list of the data exchanges between DHCR Internet applications and HUTS data and a brief description of the purpose of each.

### **Application for Decreased Services – Individual Apartment Emergency Conditions**

This application allows tenants to enter and submit a request for a decrease in their rent due to the owner not supplying the agreed upon services for the apartment. The services not being supplied are considered to be emergency conditions that deter the tenant from inhabiting the housing accommodation safely. Information that is certified and submitted by the tenant is transferred into the HUTS mainframe system.

### **Case Status Inquiry**

This system allows the public to enter their docket number to find out the status of their case with the Office of Rent Administration.

### **Maximum Base Rent Master Building Rent Schedule**

This application allows owners that receive a Maximum Base Rent grant order to enter and submit their master building rent schedule of the rent controlled apartments in the building along with the rent increases as a result of the grant order. Information that is certified and submitted by the owner is noted in the HUTS mainframe system.

### **Owner Rent Regulation Applications**

This application allows owners to submit their annual registrations and new owner submitted case applications via the internet. Current case applications available are Maximum Base Rent Application and Owner's Application to Restore Rent. Information that is certified and submitted by the owner is transferred into the HUTS mainframe system.

### **Owner's Report, Certification and Notice of Fuel Cost Adjustment Eligibility**

This application allows the owners of a building with rent controlled housing accommodations to enter and submit the annual fuel cost adjustment eligibility forms. Information that is certified and submitted by the owner is transferred into the HUTS mainframe system.

### **Owner's Report of Vacancy Decontrol**

This application allows owner's to enter and submit a report of decontrol for an apartment that was previously rent controlled and will now be rent stabilized due to the rent controlled tenant vacating the apartment. Information that is certified and submitted by the owner is transferred into the HUTS mainframe system.

### **Rent Regulated Building Search**

This system allows the public to search for a list of rent regulated buildings that have filed initial/annual rent registration forms or have filed a maximum base rent increase case with the agency.

## **HUTS Data Exchanges – Data Warehouse**

A subset of the HUTS mainframe data is extracted and uploaded into a SQL Data Warehouse. The data is used for reporting purposes and is refreshed on a weekly basis.

### **New York City Department of Finance**

Files of buildings that receive J-51 tax abatements and/or 421-a financing are downloaded from the NYC Department of Finance website. These files are uploaded into the SQL Data Warehouse to use in conjunction with the HUTS tables for reporting purposes. This process is currently manual and there is no set refresh schedule for these tables. It is desired that this process become automated so that as new data becomes available the data warehouse is updated automatically with the most recent data from HPD.

### **Desired Data Exchanges**

The following are a list of agencies that could potentially provide additional data to be incorporated into the Data Warehouse for reporting/fraud detection needs.

New York City Department of Housing and Preservation Development  
New York City Department of Finance  
New York City Department of Buildings  
New York City District Attorney's Offices  
New York State Attorney General's Office

### **Outside Agencies That Have Direct Access to HUTS**

The following agencies have Memorandum of Understanding agreements with DHCR so that staff within that agency can have direct inquiry access to the HUTS mainframe system.

NYC Office of Court Administration  
NYC Housing Preservation and Development  
NYC Department of Finance  
NYS Department of Tax and Finance