



## Homes and Community Renewal

ANDREW M. CUOMO  
Governor

JAMES S. RUBIN  
Commissioner/CEO

### ADMINISTRATIVE DETERMINATION PROCEDURE – Issued 10/29/2015

In order to receive a formal determination, it will be necessary for you to request in writing that this Agency open an “**Administrative Determination**” case.

Such a proceeding may be initiated where the rent or other facts are in dispute, in doubt, or not known, or where the rent must be fixed or established. Please highlight or underline this request in the opening paragraph of your letter and address it to the attention of:

**Director, Multi-Service Unit  
Property Management Bureau  
92-31 Union Hall Street  
Jamaica, NY 11433**

Your letter should be as detailed as possible and include the following information:

1. The full name of person(s) making the request.
2. The full address of the premise in question, including apartment number(s).
3. The owner’s/tenant’s full name and address.
4. The rental history of the unit(s) in question, if available.
5. A copy of the initial lease/rental agreement, if available.
6. Supporting evidence to prove the points as indicated in the correspondence being submitted.
7. If applicable, an order from DHCR or another government agency that supervises the housing accommodation and requires an amended registration filing.

Please make sure your letter is **signed** and **notarized**, as it will serve as an affidavit.

The submission should include an original and copies of the letter and all attachments for each affected party.