

New York State
Division of Housing & Community Renewal

Data Import Instructions Annual Rent Registration 2001 and Later

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revised 04/2012

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General Description of the Registration Process →

The Data Import Instructions define the meaning of data elements, the manner and order in which they must appear on the submission, and the constraints on their values. Since the primary key which drives this process is the Building Registration ID number, it is required that this key conforms to the values resident in the DHCR database. **IMPORTANT: Providers must verify the Building ID and Address by using the Rent Regulated Building Search available on the DHCR website at <https://www1.dhcr.state.ny.us/BuildingSearch/default.aspx> prior to attempting to import data. Records that do not match will be rejected.**

The Annual Rent Registration Application Instructions should be used in conjunction with this document in order to create a file which ensures all fields contain the data as required by DHCR. The Application Instructions are available on the Annual Rent Registration webpage under Instructions & Tutorials <http://nysdhcr.gov/Apps/RentReg/>.

Definitions of Data Entry Elements → Definitions of some of the terms found in the Data Import Instructions:

Blank Fill is used to indicate when a field should be left justified and filled out to the total number of field size with spaces arrived at by hitting the space bar on the input device.

Enter as shown is used to indicate when the data should be entered exactly as shown. If no data is present, leave the field blank. Do not fill the field with spaces or zeros.

Rent Roll/Registration Receipt → Upon successful processing by DHCR, users of the Annual Rent Registration system will have the ability to print their own certified rent rolls and registration receipts.

Input Specifications → Input to the process will be via electronic media according to the following specifications:

Record Type: Fixed

Record Length: 850

Sort Order:

1. Building Registration ID Number (Positions 2-8)
2. Form Type (Position 1)

Naming Conventions for Street Names on Registration Forms

A. General

1. Abbreviate all street prefixes and suffixes. See Appendix A – Table of Street Suffix Abbreviations. Street directional names should contain only the initial of the direction.
2. Enter all numbered street names as a numeric whole number including th, st, nd, rd.
3. If there is only one street number for the address, enter that number in both the low and high house number fields. If the building has a range address, enter the low house number in the 'LOW' house number field and the high house number in the 'HIGH' house number field.

Entered on Form	Building Low House Number	Building High House Number	Building Street Name	Building Street Suffix
245 West 6 th Street	245	245	W 6th	St
245 Sixth Street North	245	245	6th	St N
55 to 65 West 25 Street	55	65	W 25th	St
23-10 Jarvis Boulevard	23-10	23-10	Jarvis	Blvd

B. Exceptions

2. In any case where the abbreviation of a street name CHANGES the street name.

Entered on Form	Building Low House Number	Building High House Number	Building Street Name	Building Street Suffix
5 South Street	5	5	South	St
6 West Boulevard	6	6	West	Blvd

Naming Conventions for Formatted Names on Registration Forms

A. General

1. Truncate characters in excess of the field limits.
2. Drop comma following the last name and period following the middle initial.
3. No spaces allowed in names.
 - Exception 1: Last name St or Saint
 - Exception 2: First initial followed by full middle name
 - Exception 3: Oriental names
4. No special characters allowed except hyphen.
5. Individual names entered in first, middle, last format must be rearranged into last, first, and middle initial, suffix format.
An "I" must be entered to indicate if the owner, managing agent or tenant name is an individual and not a corporation or partnership name.
6. Corporate and partnership names are entered into last name field and continued into first name and middle initial fields if required due to length of name. **An "O" must be entered to indicate it is a corporate or partnership name and not an individual name.**
7. Full middle names are shortened to initial except for single first initial followed by full middle name (see D below). Full first, middle, and last names enter only first letter of middle name in middle initial field.
8. If the owner name listed in item 6 of form RR-2S does not reside at the address listed in item 7 of form RR-2S enter the IN CARE OF C/O address as the first line in the Owner Street Address 1, Item 7. Proceed to enter the owner street address in the Owner Street Address 2 field.

Naming Conventions for Formatted Names on Registration Forms

B. Titles and Joint Names

1. Do not enter Mr., Mrs., Rev., Hon., Rabbi, Sister, etc.
2. Enter joint names as separate tenants.

Exception 1: A woman who uses her husband's name preceded by Mrs. with no given name.

Entered on Form		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Smith, Mr. & Mrs. Harry	Tenant 1:	SMITH	HARRY	
	Tenant 2:	SMITH	MRS HARRY	
Sister Maria Michael Flynn	Tenant 1:	FLYNN	MARIA	M
Mr. and Mrs. John J. Smith	Tenant 1:	SMITH	JOHN	J
	Tenant 2:	SMITH	MRS JOHN	J
Sister Maria Theresa	Tenant 1:	THERESA	MARIA	

Naming Conventions for Formatted Names on Registration Forms

C. Two different last names

1. Enter each name as a separate tenant. Each individual name processed according to conventions.

Entered on Form		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Don Johnson and Barbara Streisand	Tenant 1:	JOHNSON	DON	
	Tenant 2:	STREISAND	BARBARA	
Stevens, Andrew Crosby, Cathy Lee	Tenant 1:	STEVENS	ANDREW	
	Tenant 2:	CROSBY	CATHY	L

D. Initial followed by complete middle name. Enter initial without period, space, full middle name in first name field.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Getty, J. Paul	GETTY	J PAUL	
C. Wayne Green	GREEN	C WAYNE	

Naming Conventions for Formatted Names on Registration Forms

E. Prefixed Names

1. Enter as one name except names prefixed by St or Saint, which are entered with a space after the prefix. Enter both as St (without a period).

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Di Russo, Anthony	DIRUSSO	ANTHONY	
Van Den Hull, A.J.	VANDENHULL	AJ	
Mongo Santa Maria	SANTAMARIA	MONGO	
St. James, Susan	ST JAMES	SUSAN	
Basil Saint John	ST JOHN	BASIL	
O'Brian, Dennis A.	OBRIAN	DENNIS	A

F. Suffixes

1. Suffixes are entered in the suffix field. Roman numerals should be converted to numbers. Drop rd, th, etc.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:	Enter Suffix as:
Brown Jr., John S.	BROWN	JOHN	S	JR
Clarence V. Jones III	JONES	CLARENCE	V	3
Tyler, Steven 3rd	TYLER	STEVEN		3

Naming Conventions for Formatted Names on Registration Forms

G. Hyphenated Names

1. Last Name - Enter as one word including hyphen. First Name - enter as one word excluding hyphen.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Robinson-Duff, James	ROBINSON-DUFF	JAMES	
Brown, Jo-Anne	BROWN	JOANNE	

H. AKA and c/o (in care of)

1. Disregard 'Also Known As' names (includes a/k/a, nee, nimi). For C/O (in care of) see Naming Conventions, item 8, page 4.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Mary Smith nee Carrolton	SMITH	MARY	
Carol Jones a/k/a Tina Louise	JONES	CAROL	

Naming Conventions for Formatted Names on Registration Forms

I. Nicknames

1. Enter as shown. Omit punctuation.

Exception 1: Parenthetical name appears embedded within name.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Waller, 'Fats'	WALLER	FATS	
Randy 'Macho Man' Savage	SAVAGE	RANDY	

J. Spanish Names

1. If two last names are given, enter both with a hyphen between them. Substitute hyphen for 'de'.

Entered on Form		Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Juan Rodrigues Gonzales		RODRIGUES-GONZALES	JUAN	
Maria Lopes de Rodriguez		LOPES-RODRIGUEZ	MARIA	
Perez Martinez, Juan & Maria	Tenant 1:	PEREZ-MARTINEZ	JUAN	
	Tenant 2:	PEREZ-MARTINEZ	MARIA	

Naming Conventions for Formatted Names on Registration Forms

K. Asian Names

1. Enter full name as shown. Accept first name shown as surname unless surname is indicated. Disregard hyphens.

Exception 1: When the first name is a Christian name, enter the Christian name as the given name.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Chan Lee Wong	CHAN	LEE WONG	
John Wong Chin	CHIN	JOHN WONG	
Chu Man Foo	CHU	MAN FOO	

L. Partnerships and Corporations

1. Enter Corporate/Partnership names in last name field, and continue name into first name and middle initial fields as required.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
82nd Street Associates	82ND STREET AS	SOCIATES	
Merrill, Lynch, Pierce, Fenner & Smith, Inc.	MERRILL,LYNCH,	PIERCE,FENNER&	S

Naming Conventions for Formatted Names on Registration Forms

M. Exempt and Vacant Apartments

1. For Temporarily and Permanently Exempt units enter the tenant name in Last, First, Middle format.

Entered on Form	Enter Last Name as:	Enter First Name as:	Enter Middle Initial as:
Temp Exempt or Temporarily Exempt Note: Must contain a tenant name	SMITH	JOHN	
Perm Exempt or Permanently Exempt Note: Must contain a tenant name	DOE	JANE	

2. For Vacant units enter an 'X' in the Vacant indicator field. It is not necessary to enter the word "Vacant" in the tenant name field.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Form Type	1	1		X	Constant '1'.
1	Building Registration ID Number	2	7		X	Identification number used by DHCR with a leading zero. Required, right justify.
2	<i>BUILDING STREET ADDRESS:</i>					The principal address is entered on line 1 with other known addresses on lines 2 and 3. Addresses must be formatted according to the conventions specified on page 3.
2	Low House Number 1	9	8	X		Low house number of the principle building address. Required, left justify (e.g., a range address of 1 to 8 Main Street: enter 1 in low house number and 8 in high house number).
2	High House Number 1	17	8	X		High house number of the principle building address. If no high house number exists, enter the low house number. Required, left justify. (e.g., address 8 Main Street, enter 8 in low house number and 8 in high house number).
2	Building Street Name 1	25	25	X		Street name of the principle building address. Required, left justify.
2	Building Street Suffix 1	50	8	X		Street suffix of the principle building address. Left justify.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
2	Low House Number 2	58	8	X		Low house number of the other known building address. Left justify.
2	High House Number 2	66	8	X		High house number of the other known building address. Left justify.
2	Building Street Name 2	74	25	X		Street name of the other known building address. Left justify.
2	Building Street Suffix 2	99	8	X		Street suffix of the other known building address. Left justify.
2	Low House Number 3	107	8	X		Low house number of the other known building address. Left justify.
2	High House Number 3	115	8	X		High house number of the other known building address. Left justify.
2	Building Street Name 3	123	25	X		Street name of the other known building address. Left justify.
2	Building Street Suffix 3	148	8	X		Street suffix of the other known building address. Left justify.
3	City/Town/Village	156	25	X		City, town or village where building is located. Left justify.
4	ZIP Code	181	9		X	Building ZIP code. Must be numeric 5 or 9 digits. Required, left justify, do not zero fill, do not enter dashes.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
5	County Code	190	2		X	Two digit numeric code used to identify the county. See Appendix A for valid county codes. Required, do not zero fill.
5a	Municipality	192	2		X	Two digit numeric code used to identify the municipality where the building is located. Do not zero fill. This code is required for counties outside NYC. See Appendix A for list of municipality codes.
6	OWNER NAME:					The owner name as of April 1 is formatted into 3 separate fields. Names must be formatted according to the conventions specified on page 4. All 30 characters with all embedded spaces must be entered.
6	Owner Last Name	194	19	X		Required, left justify, blank fill. All 30 characters with all embedded spaces must be entered.
6	Owner First Name	213	10	X		Required, left justify, blank fill. All 30 characters with all embedded spaces must be entered.
6	Owner Middle Initial	223	1	X		Enter as shown, blank fill. All 30 characters with all embedded spaces must be entered.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
7	OWNER'S MAILING ADDRESS:					Owner's mailing address. Provision is made for up to 3 lines of mailing address. For instructions on entering "in care of" (c/o) see page 4, item 8.
7	Owner Street Address 1	224	40	X		Required, enter as shown.
7	Owner Street Address 2	264	40	X		Enter as shown.
7	Owner Street Address 3	304	40	X		Enter as shown.
8	City/Town/Village	344	25	X		City, town, or village of owner's mailing address. Required, enter as shown.
9	Owner State	369	2	X		State of owner's mailing address. Required, see Appendix A, Table of State Abbreviations.
10	Owner ZIP Code	371	9		X	ZIP code for owner's mailing address. Must be numeric 5 or 9 digits. Required, left justify, do not zero fill, do not enter dashes.
11	Owner Phone	380	10		X	Phone number of owner including area code. Do not enter spaces, dashes, or parenthesis. Required, do not zero fill.
11	Owner Extension	390	4	X		Provision is made for owner's extension. Enter as shown.
11	Owner Email Address	394	50	X		Enter the owner's email address. Required, enter as shown.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
12	MANAGING AGENT NAME:					The managing agent as of April 1. Format using same conventions as owner name, see Item 6 above.
12	Managing Agent Last Name	444	19	X		Enter as shown, left justify, blank fill.
12	Managing Agent First Name	463	10	X		Enter as shown, left justify, blank fill.
12	Managing Agent Middle Initial	473	1	X		Enter as shown, blank fill.
13	MANAGING AGENT MAILING ADDRESS:					Managing agent's mailing address. Provision is made for up to 3 lines of business address. For instructions on entering "in care of" (c/o) see page 4, item 8.
13	Managing Agent Street Address 1	474	40	X		Enter as shown.
13	Managing Agent Street Address 2	514	40	X		Enter as shown.
13	Managing Agent Street Address 3	554	40	X		Enter as shown.
14	City/Town/Village	594	25	X		City, town, or village for managing agent's mailing address. Enter as shown.
15	Managing Agent State	619	2	X		State for managing agent's mailing address. See Appendix A, Table of State Abbreviations.
16	Managing Agent ZIP Code	621	9		X	ZIP code for managing agent's mailing address. Must be numeric 5 or 9 digits. Left justify, do not zero fill, do not enter dashes.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
17	Managing Agent Phone	630	10		X	Phone number of managing agent including area code. Do not enter spaces, dashes, or parenthesis. Required if Managing Agent is entered. Do not zero fill.
17	Managing Agent Extension	640	4	X		Provision is made for manager's extension. Enter as shown.
17	Managing Agent Email Address	644	50	X		Enter the managing agent's email address if available. Required, if Managing Agent is entered. Enter as shown.
18	<i>BUILDING CLASS:</i>					
18	Class 'A' Multiple Dwelling	694	1	X		Enter 'X' if applicable.
18	Class 'B' Multiple Dwelling	695	1	X		Enter 'X' if applicable.
18	<i>BUILDING DESCRIPTION:</i>					
						Building categories may be combined except for the following combinations: Garden Complex with Hotel or Single Room Occupancy. Hotel with Garden Complex. Single Room Occupancy with Garden Complex.
18	Hotel	696	1	X		Enter 'X' if applicable.
18	Single Room Occupancy	697	1	X		Enter 'X' if applicable.
18	Garden Apartment Complex	698	1	X		Enter 'X' if applicable.
(none)	Filler	699	20	X		
18	Coop/Condo	719	1	X		Enter 'X' if applicable.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
18	COOP/CONDO DATES:					<p>The coop/condo conversion plan portion of item 18 contains the following responses:</p> <p>(a) a non-eviction coop/condo conversion plan was declared effective, or</p> <p>(b) an eviction coop/condo conversion plan was declared effective, or</p> <p>(c) a conversion plan was accepted for filing by the Attorney General's Office.</p> <p>Only one effective or accepted date should be entered for any of the three plans.</p> <p>If the plan has been declared effective, give the effective date. Only give the date the plan was accepted for filing if the plan has NOT yet been declared effective.</p>
18	Non-Evict Coop/Condo Date	720	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
18	Evict Coop/Condo Date	728	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
18	Plan Accepted for Filing Date	736	8		X	Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Filler	744	4	X		
18	FINANCING PROGRAMS:					
18	Section 11-243 or 11-244 (J-51)	748	1	X		Enter 'X' if applicable.
18	421-a	749	1	X		Enter 'X' if applicable.
18	Article 11 of PHFL	750	1	X		Enter 'X' if applicable.
18	Section 608 of PHFL	751	1	X		Enter 'X' if applicable.
18	Article 14 & 15	752	1	X		Enter 'X' if applicable.
18	421-a Income Restricted Units	753	4		X	If 421-a is checked, the total number of Income Restricted and/or Market Rate units must be entered. Enter as shown.
18	421-a Market Rate Units	757	4		X	
(none)	Filler	761	7	X		
18	421-g	768	1	X		Enter 'X' if applicable.
(none)	Filler	769	3	X		
19	TYPES OF UNITS IN BUILDING ON APRIL 1					The number of units in the building on April 1 in each category. NOTE: Every unit in the building must be assigned to one of these four categories.
19	Stabilized/ETPA/Temporary Exempt/Vacant	772	4		X	Enter the number of units regulated under the Rent Stabilization Law or the Emergency Tenant Protection Act. Includes vacant and temporary exempt apartments.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
19	Rent Control Apartments	776	4		X	Enter the number of units regulated under New York City or State Rent Control Laws.
19	Permanent Exempt Apartments	780	4		X	This includes apartments which became permanently exempt in the current year and ones that were previously permanently exempt.
19	Total Number of Apartments in Building	784	4		X	Total number of apartments physically present in the building.
20	Total Number of Apartment Forms Submitted	788	4		X	The number of Apartment Registration forms that are being submitted with the Annual Registration Summary.
6	Building Owner Name Suffix	792	2	X		Enter the building owner's name suffix. See Naming Conventions for entering suffixes on page 7, item F.
12	Managing Agent Name Suffix	794	2	X		Enter the managing agent name suffix. See Naming Conventions for entering suffixes on page 7, item F.
6	Owner Name Type	796	1	X		Enter "I" if owner name in item 6 is an individual name. Enter "O" if owner name in item 6 is an organization.
12	Managing Agent Name Type	797	1	X		Enter "I" if managing agent name in item 6 is an individual name. Enter "O" if managing agent name in item 6 is an organization.

**Data Import Instructions– 2010 and Later
Annual Registration Summary**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Registration Year	798	4		X	Enter the four digit registration year.
(none)	Filler	802	14	X		
(none)	Provider Code	816	5		X	DHCR assigned code which identifies each automated provider of service. Required, right justify, zero fill.
(none)	Filler	821	30	X		

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Form Type	1	1		X	Constant '2'.
1	Building Registration ID Number	2	7		X	Identification number used by DHCR with a leading zero. Required, right justify.
2	Vacant Indicator	9	1	X		Indicates that the unit is vacant. Enter 'X' if vacant is checked.
2	TENANT NAME:					
2	Tenant 1 Last Name Tenant 1 First Name Tenant 1 Middle Initial	10 35 49	25 14 1	X X X		The name of the tenant(s) according to the lease in effect on April 1 formatted according to the conventions described on page 4. Left justify.
2	Tenant 2 Last Name Tenant 2 First Name Tenant 2 Middle Initial	50 75 89	25 14 1	X X X		'Tenant 2' and 'Tenant 3' may contain names of other tenants on the lease. Names must be formatted according to the conventions specified on page 4.
2	Tenant 3 Last Name Tenant 3 First Name Tenant 3 Middle Initial	90 115 129	25 14 1	X X X		
2	Tenant Succeeded to Apartment	130	1	X		Enter 'X' if applicable.
3	Apartment Address Street Number	131	8	X		Enter the street number of the apartment. Do not enter a range address; enter the actual number where the apartment is located. Left justify.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
3	Apartment Address Street Name	139	25	X		Enter the street name of the apartment. Left justify. See page 3.
3	Apartment Address Street Suffix	164	8	X		Enter the street suffix of the apartment. Left justify. See page 3.
4	Apartment Number	172	20	X		The designation of the apartment or room. Required. Do not use dashes, # sign, slashes, or spaces. Parenthesis can be used to differentiate between duplicate apartment numbers within the same building.
7a	TEMPORARILY EXEMPT APARTMENTS:					Item 7a is used to indicate that the apartment is temporarily exempt from rent stabilization.
7a	Transient Occupancy in Hotel/SRO	192	1	X		Enter 'X' if applicable.
7a	Other	193	1	X		Indicates other reason for temporary exemption. Enter 'X' if applicable.
7a	Owner Occupied/Employee	194	1	X		Enter 'X' if applicable.
7a	Commercial/Professional (no c/o)	195	1	X		Enter 'X' if applicable.
7a	Not Prime Res./Not for Profit	196	1	X		Enter 'X' if applicable.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Filler	197	4	X		
7b	PERMANENTLY EXEMPT APARTMENTS:					Item 7b is used to indicate the apartment is permanently exempt from rent stabilization.
7b	Effective Date of Exemption	201	8		X	Date the apartment became permanently exempt from rent stabilization. Valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011). If entered, a reason must be given.
7b	REASON FOR PERMANENT EXEMPTION:					
7b	High Rent Vacancy	209	1	X		Enter 'X' if applicable.
7b	High Rent Vacancy/Last Legal Regulated Rent Paid	210	7	X		This is the last legal regulated rent paid since the apartment became permanently exempt due to a high rent vacancy. Do not zero fill. Enter in rent with decimal point (e.g., 400.50).
7b	High Rent/Legal Rent is per Month	217	1	X		Indicates that rent is monthly. Required if rent was paid monthly. Enter 'X' if rent is 'Monthly'.
7b	High Rent/Legal Rent is per Week	218	1	X		Indicates that rent is weekly. Required if rent was paid weekly. Enter 'X' if rent is 'Weekly'.
7b	High Rent/High Income	219	1	X		Enter 'X' if applicable.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
7b	Commercial/Professional Exemption (with c/o)	220	1	X		Enter 'X' if applicable.
7b	Coop/Condo Occupied by Owner or Non-Protected Tenant	221	1	X		Enter 'X' if applicable.
7b	Substantial Building Rehabilitation	222	1	X		Enter 'X' if applicable.
7b	Permanent Exempt Other Indicator	223	1	X		Enter 'X' if applicable.
7b	Permanent Exempt Other Description	224	15	X		Required if Permanent Exempt 'Other' indicator is entered. Left justify.
7b	Sec 11-243 or 11-244 (J-51) Expiration Exemption	239	1	X		Enter 'X' if applicable.
7b	Sec 608 Expiration Exemption	240	1	X		Enter 'X' if applicable.
7b	421-a Expiration Exemption	241	1	X		Enter 'X' if applicable.
(none)	Filler	242	5	X		
8a	421-a Market Rate Unit	247	1	X		Enter 'X' if applicable.
8a	421-a Income Restricted Unit	248	1	X		Enter 'X' if applicable.
8a	421-a Area Median Income %	249	3		X	Required if apartment is a 421-a income restricted apartment. Enter as shown.
8a	Legal Regulated Rent on April 1	252	8	X		This is the authorized rent as of April 1. Required, do not zero fill. Enter rent with decimal point (e.g., 400.50).
8a	Legal Regulated Rent is per Month	260	1	X		Required if Legal Regulated Rent is monthly. Enter 'X' if rent is 'Monthly'.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
8a	Legal Regulated Rent is per Week	261	1	X		Required if Legal Regulated Rent is weekly. Enter 'X' if rent is 'Weekly'.
9	Actual Payment by Tenant on April 1	262	8	X		Enter Actual Payment by Tenant only if different than Legal Regulated and Preferential Rent Paid. If entered, should be a number with 2 decimal places. Do not zero fill. Do not fill in if blank.
9	Actual Payment by Tenant is per Month	270	1	X		Required if Actual Payment by Tenant is monthly. Enter 'X' if rent is 'Monthly'.
9	Actual Rent Paid per Week	271	1	X		Required if Actual Payment by Tenant is weekly. Enter 'X' if rent is 'Weekly'.
9	OTHER ADJUSTMENTS:					Item 9 indicates the reasons for other adjustments which cause a difference between Legal Regulated Rent and Actual Payment by Tenant. If "Other" is checked off, the reason must be indicated in "Other Description".
9	SCRIE	272	1	X		Enter 'X' if applicable.
9	DHCR Rent Reduction Order	273	1	X		Enter 'X' if applicable.
9	Section 8	274	1	X		Enter 'X' if applicable.
(none)	Filler	275	1	X		

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
9	Other	276	1	X		The rent paid by the tenant is different due to a reason other than those provided. Enter 'X' if applicable.
9	Other Description	277	30	X		Required if "Other" is selected. Enter description for "other".
9	Appliance Surcharge	307	1	X		Enter 'X' if applicable.
9	DRIE	308	1	X		Enter 'X' if applicable.
(none)	Filler	309	43	X		
10	No Lease Indicator	352	1	X		Indicates that there is no lease in effect. Enter 'X' if applicable.
10	Lease in effect April 1 Start Date	353	8		X	Beginning date for lease in effect April 1 for tenant(s) in item 2. Enter a valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
10	Lease in effect April 1 Expiration Date	361	8		X	Expiration date for lease in effect April 1 for tenant(s) in item 2. Enter a valid date in MMDDYYYY format with leading zero on month and day if less than 10 (e.g., 04012011).
11	<i>RENT CHANGES SINCE LAST YEAR:</i>					
11	Second Succession	369	1	X		Enter 'X' if applicable.
11	Lease Renewal	370	1	X		Enter 'X' if applicable.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
11	Vacancy Lease	371	1	X		Enter 'X' if applicable.
11	421-A	372	1	X		Enter 'X' if applicable.
(none)	Filler	373	5	X		
12	<i>RENT CHANGES WITH DHCR ORDER SINCE LAST REGISTRATION YEAR:</i>					
12	Major Capital Improvements	378	1	X		Enter 'X' if applicable.
12	Hardship Order	379	1	X		Enter 'X' if applicable.
12	Fair Market Rent Appeal Order	380	1	X		Enter 'X' if applicable.
12	Rent Overcharge	381	1	X		Enter 'X' if applicable.
(none)	Filler	382	5	X		
13	<i>RENT CHANGES WITHOUT DHCR ORDER SINCE LAST REGISTRATION YEAR:</i>					
13	Increase Effective Date	387	6		X	If an increase is entered, date of the increase is required in MMYYYY format with leading zero on month if less than 10 (e.g., 042011).
13	Monthly Rent Increase	393	7	X		Monthly increase to Legal Regulated rent charge. Amount should be a number with 2 decimal places, enter decimal point. Left justify. If only cents, the decimal must be preceded with a zero (e.g., 0.18). Do not zero fill.
13	Reason for Increase/Stove	400	1	X		Enter 'X' if applicable.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
13	Reason for Increase/Refrigerator	401	1	X		Enter 'X' if applicable.
13	Reason for Increase/Dishwasher	402	1	X		Enter 'X' if applicable.
13	Reason for Increase/A/C	403	1	X		Enter 'X' if applicable.
13	Reason for Increase/Windows	404	1	X		Enter 'X' if applicable.
13	Reason for Increase/Other Description	405	20	X		Enter the reason for rent change other than those specifically listed in item 13.
13	Increase Effective Date	425	6		X	If an increase is entered, date of the increase is required in MMYYYY format with leading zero on month if less than 10 (e.g., 062011).
13	Monthly Rent Increase	431	7	X		Monthly increase to Legal Regulated rent charge. Amount should be a number with 2 decimal places, enter decimal point. Left justify. If only cents, the decimal must be preceded with a zero (e.g., 0.18). Do not zero fill.
13	Reason for Increase/Stove	438	1	X		Enter 'X' if applicable.
13	Reason for Increase/Refrigerator	439	1	X		Enter 'X' if applicable.
13	Reason for Increase/Dishwasher	440	1	X		Enter 'X' if applicable.
13	Reason for Increase/A/C	441	1	X		Enter 'X' if applicable.
13	Reason for Increase/Windows	442	1	X		Enter 'X' if applicable.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
13	Reason for Increase/Other Description	443	20	X		Enter the reason for rent change other than those specifically listed in item 13.
2	Tenant Name Suffix 1 Tenant Name Suffix 2 Tenant Name Suffix 3	463 465 467	2 2 2	X X X		The suffix of the tenant(s) according to the lease in effect on April 1 formatted according to the conventions described on page 4. Left justify.
8b	Preferential Rent Paid on April 1	469	8	X		Enter only if less than Legal Regulated Rent. If entered, should be a number with 2 decimal places. Do not zero fill. Do not fill in if blank.
8b	Preferential Rent Paid is per Month	477	1	X		Required if Preferential Rent Paid is monthly. Enter 'X' if rent is 'Monthly'.
8b	Preferential Rent Paid is per Week	478	1	X		Required if Preferential Rent Paid is weekly. Enter 'X' if rent is 'Weekly'.
2	Tenant 1 Name Type	479	1	X		Enter "I" if tenant name in item 2 is an individual name. Enter "O" if tenant name in item 2 is an organization; enter nothing if vacant. Required if not vacant unit.
(none)	Filler	480	58	X		

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
14	OWNER/MANAGING AGENT:					Entry of the Apartment Contact Person is required for all apartments.
14	Coop/Condo Owner Name Type	538	1	X		Enter “I” if coop/condo owner name in item 14 is an individual name. Enter “O” if coop/condo owner name in item 14 is an organization .
14	Apartment Contact Person	539	1		X	The contact person for the apartment. Enter “1” if it is the owner. Enter “2” if it is the managing agent. Enter “3” if it is a coop/condo owner.
14	COOP/CONDO OWNER NAME:					The Coop/Condo Owner name as of April 1. Names must be formatted according to the conventions specified on page 4. The following Coop/Condo fields should only be entered when Apartment Contact Person is a “3”.
14	Coop/Condo Owner Last Name	540	19	X		Required if Apartment Contact Person is a “3” (coop/condo owner). Left justify.
14	Coop/Condo Owner First Name	559	10	X		Required if Apartment Contact Person is a “3” (coop/condo owner). Left justify.
14	Coop/Condo Owner Middle Initial	569	1	X		Middle initial of the individual owner of the coop/condo.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
14	Coop/Condo Owner Street Address 1	570	40	X		At least one line of address is required if Apartment Contact Person is a "3" (coop/condo owner). Enter as shown.
14	Coop/Condo Owner Street Address 2	610	40	X		
14	Coop/Condo Owner Street Address 3	650	40	X		
14	Coop/Condo Owner City/Town/ Village	690	25	X		City, town, or village for Coop/ Condo owner's address. Required if Apartment Contact Person is a "3" (coop/condo owner). Enter as shown.
14	Coop/Condo Owner State	715	2	X		State for Coop/Condo owner's address. Use 2 character abbreviation see Appendix A, Table of State Abbreviations. Required if Apartment Contact Person is a "3" (coop/condo owner).
14	Coop/Condo Owner ZIP Code	717	9		X	ZIP code for Coop/Condo owner's address. Required if Apartment Contact Person is a "3" (coop/condo owner). Must be 5 or 9 digits. Left justify, do not zero fill, do not enter dashes.
14	Coop/Condo Owner Name Suffix	726	2	X		The suffix of the coop/condo owner name in effect on April 1 formatted according to the conventions described on page 7, item F. Left justify.
14	Coop/Condo Owner Email Address	728	50	X		Enter the coop/condo owner's email address if available. Required if Apartment Contact Person is a "3" (coop/condo owner). Enter as shown.

**Data Import Instructions – 2010 and Later
Annual Apartment Registration**

Item No.	Form Item Name	Field Position	Size	Alpha/Num	Num	Instructions
(none)	Filler	778	20	X		
(none)	Registration Year	798	4		X	Enter the four digit registration year.
(none)	Filler	802	14	X		
(none)	Provider Code (DHCR)	816	5		X	DHCR assigned code which identifies each automated provider of service. Required, right justify, zero fill.
(none)	Filler	821	30	X		

Appendix A - Table of Municipality Codes

Nassau County	Code	Westchester County	Code	Rockland County	Code
North Hempstead	11	New Rochelle	21	Spring Valley	31
Floral Park	12	Yonkers	22	Haverstraw	32
Long Beach	13	Mamorneck (Village)	23		
Thomaston	14	Greenburgh	24		
Great Neck Plaza	15	Harrison	25		
Great Neck	16	Mt. Vernon	26		
Mineola	14	Larchmont	27		
Rockville Center	18	White Plains	28		
Cedarhurst	19	Tarrytown	29		
Freeport	51	Mamaroneck (Town)	30		
Lynbrook	52	Croton-On-Hudson	60		
Baxter Estates	53	Eastchester	61		
Flower Hill	54	Hasting-On-Hudson	62		
Russell Gardens	55	Mt. Kisco	63		
Glen Cove	57	Pleasantville	64		
Great Neck Estates	59	Dobbs Ferry	66		
Bronxville	61	Irvington-On-Hudson	67		
Port Chester	65	North Tarrytown	68		
Roslyn	91				
Hempstead	92				

Appendix A - Table of State Abbreviations

Alabama	AL	Kentucky	KY	Ohio	OH
Alaska	AK	Louisiana	LA	Olahoma	OK
Arizona	AZ	Maine	ME	Oregon	OR
Arkansas	AR	Maryland	MD	Pennsylvania	PA
California	CA	Massachusetts	MA	Puerto Rico	PR
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
Dist Of Columbia	DC	Montana	MT	Texas	TX
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Hawaii	HI	New Hampshire	NH	Virginia	VA
Idaho	ID	New Jersey	NJ	Virgin Islands	VI
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS	North Dakota	ND	Wyoming	WY

Appendix A - Table of County Codes

NYC Counties	Code	Counties Outside NYC	Code
Bronx	60	Nassau	28
Kings or Brooklyn	61	Rockland	39
New York or Manhattan	62	Westchester	55
Queens	63		
Richmond or Staten Island	64		

Appendix A - Table of Street Suffix Abbreviations

Alley	ALY	Crescent	CRES	Green	GRN	Meadow	MDW	Ridges	RDGS	Valleys	VLYS
Annex	ANX	Crest	CRST	Greens	GRNS	Meadows	MDWS	River	RIV	Viaduct	VIA
Arcade	ARC	Crossing	XING	Grove	GRV	Mews	MEWS	Road	RD	View	VW
Avenue	AVE	Crossroad	XRD	Groves	GRVS	Mill	ML	Roads	RDS	Views	VWS
Bayou	BYU	Crossroads	XRDS	Harbor	HRB	Mills	MLS	Route	RTE	Village	VLG
Beach	BCH	Curve	CURV	Harbors	HRBS	Mission	MSN	Row	ROW	Villages	VLGS
Bend	BND	Dale	DL	Haven	HVN	Motorway	MTWY	Rue	RUE	Ville	VL
Bluff	BLF	Dam	DM	Heights	HTS	Mount	MT	Run	RUN	Vista	VIS
Bluffs	BLFS	Divide	DV	Highway	HWY	Mountain	MTN	Shoal	SHL	Walk[s]	WALK
Bottom	BTM	Drive	DR	Hill	HL	Mountains	MTNS	Shoals	SHLS	Wall	WALL
Boulevard	BLVD	Drives	DRS	Hills	HLS	Neck	NCK	Shore	SHR	Way	WAY
Branch	BR	Estate	EST	Hollow	HOLW	Orchard	ORCH	Shores	SHRS	Ways	WAYS
Brook	BRK	Estates	ESTS	Inlet	INLT	Oval	OVAL	Skyway	SKWY	Well	WL
Brooks	BRKS	Expressway	EXPY	Island	IS	Overpass	OPAS	Spring	SPG	Wells	WLS
Burg	BG	Extension	EXT	Islands	ISS	Park[s]	PARK	Springs	SPGS		
Burbs	BGS	Extensions	EXTS	Isle	ISLE	Parkway[s]	PKWY	Spur[s]	SPUR		
Bypass	BYP	Fall	FALL	Junction	JCT	Passage	PSGE	Square	SQ		
Camp	CP	Falls	FLS	Junctions	JCTS	Path	PATH	Squares	SQS		
Canyon	CYN	Ferry	FRY	Key	KY	Pike	PIKE	Station	STA		
Cape	CPE	Field	FLD	Keys	KYS	Pine	PNE	Stravenue	STRA		
Causeway	CSWY	Fields	FLDS	Knoll	KNL	Pines	PNES	Stream	STRM		
Center	CTR	Flat	FLT	Knolls	KNLS	Place	PL	Street	ST		
Centers	CTRS	Flats	FLTS	Lake	LK	Plain	PLN	Streets	STS		
Circle	CIR	Ford	FRD	Lakes	LKS	Plains	PLNS	Summit	SMT		
Circles	CIRS	Fords	FRDS	Land	LAND	Plaza	PLZ	Terrace	TER		
Cliff	CLF	Forest	FRST	Landing	LNDG	Point	PT	Throughway	TRWY		
Cliffs	CLFS	Forge	FRG	Lane	LN	Points	PTS	Trace	TRCE		
Club	CLB	Forges	FRGS	Light	LGT	Port	PRT	Track	TRAK		
Common	CMN	Fork	FRK	Lights	LGTS	Ports	PRTS	Trafficway	TRFY		
Corner	COR	Forks	FRKS	Loaf	LF	Prairie	PR	Trail	TRL		
Corners	CORS	Fort	FT	Lock	LCK	Radial	RADL	Trailer	TRLR		
Course	CRSE	Freeway	FWY	Locks	LCKS	Ramp	RAMP	Tunnel	TUNL		
Court	CT	Garden	GDN	Lodge	LDG	Ranch	RNCH	Turnpike	TPKE		
Courts	CTS	Gardens	GDNS	Loop	LOOP	Rapid	RPD	Underpass	UPAS		
Cove	CV	Gateway	GTWY	Mall	MALL	Rapids	RPDS	Union	UN		
Coves	CVS	Glen	GLN	Manor	MNR	Rest	RST	Unions	UNS		
Creek	CRK	Glens	GLNS	Manors	MNRS	Ridge	RDG	Valley	VLY		

Appendix A - Table of Street Suffix Abbreviations

Alley	ALY	Crescent	CRES	Green	GRN	Meadow	MDW	Ridges	RDGS	Valleys	VLYS
Annex	ANX	Crest	CRST	Greens	GRNS	Meadows	MDWS	River	RIV	Viaduct	VIA
Arcade	ARC	Crossing	XING	Grove	GRV	Mews	MEWS	Road	RD	View	VW
Avenue	AVE	Crossroad	XRD	Groves	GRVS	Mill	ML	Roads	RDS	Views	VWS
Bayou	BYU	Crossroads	XRDS	Harbor	HRB	Mills	MLS	Route	RTE	Village	VLG
Beach	BCH	Curve	CURV	Harbors	HRBS	Mission	MSN	Row	ROW	Villages	VLGS
Bend	BND	Dale	DL	Haven	HVN	Motorway	MTWY	Rue	RUE	Ville	VL
Bluff	BLF	Dam	DM	Heights	HTS	Mount	MT	Run	RUN	Vista	VIS
Bluffs	BLFS	Divide	DV	Highway	HWY	Mountain	MTN	Shoal	SHL	Walk[s]	WALK
Bottom	BTM	Drive	DR	Hill	HL	Mountains	MTNS	Shoals	SHLS	Wall	WALL
Boulevard	BLVD	Drives	DRS	Hills	HLS	Neck	NCK	Shore	SHR	Way	WAY
Branch	BR	Estate	EST	Hollow	HOLW	Orchard	ORCH	Shores	SHRS	Ways	WAYS
Brook	BRK	Estates	ESTS	Inlet	INLT	Oval	OVAL	Skyway	SKWY	Well	WL
Brooks	BRKS	Expressway	EXPY	Island	IS	Overpass	OPAS	Spring	SPG	Wells	WLS
Burg	BG	Extension	EXT	Islands	ISS	Park[s]	PARK	Springs	SPGS		
Burbs	BGS	Extensions	EXTS	Isle	ISLE	Parkway[s]	PKWY	Spur[s]	SPUR		
Bypass	BYP	Fall	FALL	Junction	JCT	Passage	PSGE	Square	SQ		
Camp	CP	Falls	FLS	Junctions	JCTS	Path	PATH	Squares	SQS		
Canyon	CYN	Ferry	FRY	Key	KY	Pike	PIKE	Station	STA		
Cape	CPE	Field	FLD	Keys	KYS	Pine	PNE	Stravenue	STRA		
Causeway	CSWY	Fields	FLDS	Knoll	KNL	Pines	PNES	Stream	STRM		
Center	CTR	Flat	FLT	Knolls	KNLS	Place	PL	Street	ST		
Centers	CTRS	Flats	FLTS	Lake	LK	Plain	PLN	Streets	STS		
Circle	CIR	Ford	FRD	Lakes	LKS	Plains	PLNS	Summit	SMT		
Circles	CIRS	Fords	FRDS	Land	LAND	Plaza	PLZ	Terrace	TER		
Cliff	CLF	Forest	FRST	Landing	LNDG	Point	PT	Throughway	TRWY		
Cliffs	CLFS	Forge	FRG	Lane	LN	Points	PTS	Trace	TRCE		
Club	CLB	Forges	FRGS	Light	LGT	Port	PRT	Track	TRAK		
Common	CMN	Fork	FRK	Lights	LGTS	Ports	PRTS	Trafficway	TRFY		
Corner	COR	Forks	FRKS	Loaf	LF	Prairie	PR	Trail	TRL		
Corners	CORS	Fort	FT	Lock	LCK	Radial	RADL	Trailer	TRLR		
Course	CRSE	Freeway	FWY	Locks	LCKS	Ramp	RAMP	Tunnel	TUNL		
Court	CT	Garden	GDN	Lodge	LDG	Ranch	RNCH	Turnpike	TPKE		
Courts	CTS	Gardens	GDNS	Loop	LOOP	Rapid	RPD	Underpass	UPAS		
Cove	CV	Gateway	GTWY	Mall	MALL	Rapids	RPDS	Union	UN		
Coves	CVS	Glen	GLN	Manor	MNR	Rest	RST	Unions	UNS		
Creek	CRK	Glens	GLNS	Manors	MNRS	Ridge	RDG	Valley	VLY		