



HOW TO AMEND REGISTRATIONS – Reissued 5/2015

Explanatory Note: The Rent Code Amendments of 2014 placed restrictions on the filing of amended registrations for prior years. Amended registrations not filed in a timely manner will be rejected and owners will be required to seek DHCR approval by filing an Administrative Determination request (for details see Administrative Determination Procedure <http://www.nyshcr.org/Apps/RentReg/>) unless the amendment has already been directed by DHCR or another government agency that supervises the housing accommodation.

Annual registrations are considered timely if filed by July 31 of that year. An amended registration will be considered timely and accepted for filing through July 31 of the following year.

Examples:

- ABC Corporation files 2015 annual registrations on June 30, 2015. Subsequently, they realize they need to amend these registrations and file amended registrations on February 1, 2016. The filing will be accepted as it was submitted on or before July 31, 2016.
- ABC Corporation files 2014 annual registrations on April 20, 2014. Subsequently, they realize they need to amend these registrations and file amended registrations on August 31, 2015. The filing will be rejected as it was submitted after July 31, 2015. They will have to file an Administrative Determination request seeking DHCR approval to file the late amended registrations.
- ABC Corporation files 2012 annual registrations on June 30, 2012. On May 10, 2016 they receive a DHCR order establishing a lower legal rent for one of their apartments and are directed to amend prior years' registration filings. They attach a copy of that order to amended registrations for that apartment and file them on June 1, 2016. The filing will be accepted as it was submitted along with a government (DHCR) directive.

Annual Registration

Amended annual registrations will be accepted for filing through July 31 of the following year. Amended annual registrations submitted after that date will be rejected, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment

Late Annual Registration

Late annual registrations (first submission as opposed to an amended filing) submitted for years prior to the one in effect will be accepted. However, amendments to these late registrations will be rejected at all times, unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.

Initial Registration

Amended Initial registrations will be accepted for filing through July 31 of the following year. Amended Initial registrations submitted after that date will be rejected unless accompanied by an order/directive from the DHCR or another government agency that supervises the housing accommodation. A copy of the amended registration form must be served on the tenant currently in occupancy of the subject apartment.