



State of New York
Division of Housing and Community Renewal
 Office of Rent Administration
 Web Site: www.nyshcr.org

Reference Number:

Office use only.

Request for Records Access

Please read instructions on the reverse side before completing this request form.

1. Mailing Address of Requester:

Subject Building:

 Name

 Address Apt. No.

 City, State & Zip Code

()
 Daytime Telephone No.

 Address (No. & Street)

 City, State & Zip Code

 Owner's/Managing Agent's Name

2. E-Mail Address: _____

- 3. I am the** Owner Managing Agent Owner Representative Prospective Buyer
 Tenant Tenant Representative Subtenant
 Other (specify): _____

Do the requested records need to be certified for a court appearance or any other purpose? Yes No

If this information is needed for a court appearance, please give date and attach court papers. Court date: _____

4. Copy of Order(s) Docket/Order # (limit of four [4] per request form):

1. _____ 3. _____
 2. _____ 4. _____

<p>5. <input type="checkbox"/> Record Review - Case File</p> <p><input type="checkbox"/> Docket/Order Number _____</p> <p><input type="checkbox"/> Copy of Entire File _____</p> <p><input type="checkbox"/> Copy of Specific Document _____</p>	<p>6. <input type="checkbox"/> Record Review Rent Control Records Only:</p> <p>Apartment Number(s) _____</p> <p><input type="checkbox"/> Registration Card</p> <p><input type="checkbox"/> MBR Profile</p> <p><input type="checkbox"/> Fuel Cost Adjustment</p>
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7. Rent Registration

Building-wide Rent Roll, (specify years) _____ (Rent Roll information can only be provided to the building owner; authorized representative of owner or authorized representative of all tenants in the subject building or anyone operating with the express consent of the foregoing.)

Initial Building-wide Services Registration

Individual Apartment(s) Rent History (specify years) _____ Apt. #'s. _____

Initial Apartment Services Registration. Apt. #'s. _____

Print-out of cases for subject building.

Print-out of cases for subject apartment.

Date: ____/____/____

Signature: _____

Office of Rent Administration Request for Records Access

ORA is the custodian of records for apartments subject to rent control and rent stabilization. These records include copies of orders, case files, rent control - MBR, Fuel and registration cards and rent stabilized rent registration filings. In general, these records can be accessed by the subject tenant or owner of record, or their authorized representative, as of right. Therefore, it is not necessary for the requester to cite the FOIL statute when requesting records access and the requester may file a Request for Records Access by email to: ORArecords@nyshcr.org or may submit this form to:

DHCR
Office of Rent Administration
Records Access Unit
Gertz Plaza
92-31 Union Hall St., 6th Floor
Jamaica, NY 11433

ORA will accept requests for records if the identity of the requester is currently on file with ORA's database or if sufficient proof of identity is attached, such as a lease or rent receipt for tenants and a deed or tax bill for owners.

ORA may reject the request if it is determined that the requester needs to attach additional proof of identity and/or authorization to prevent an unwarranted invasion of personal privacy or the improper disclosure of confidential information.

Requesters, whose requests are rejected, will be notified and advised of their right to resubmit their requests on form REC-1 or by email to ORArecords@nyshcr.org, with additional proof of identity and/or authorization attached.

ORA, to the extent practicable, will respond to these requests by attaching the requested records to an email that will be sent to the email address provided by the requester. In those instances where the records cannot be provided via email, the requester will be advised of the cost of providing the records in an appropriate format and records will be mailed to the address provided by the requester or reviewed/delivered at a DHCR office.

Requests that are not submitted by the tenant or owner of record or their authorized representative are required to be submitted as FOIL requests. The requester may submit a letter that describes in sufficient detail the records sought. Those requests can be submitted via email to HCRFOIL@nyshcr.org or by U.S. Mail to:

NYS Homes and Community Renewal
FOIL Officer
641 Lexington Avenue
New York, New York 10022

Instructions

Sections 1, 2, and 3 of this form must be completed by the requester. Select only **one** category from Sections 4 through 7. Date and sign the request form.

Identification and Supporting Documentation

- **Tenant** - attach proof of identity and proof of occupancy:
 - (a) For Rent Stabilized Apartment(s) - copy of lease, rent receipt or rent bill.
 - (b) For Rent Controlled Apartment(s) - copy of utility bill, rent receipt or rent bill.
- **Owners** - attach proof of ownership (copy of deed or tax bill).
- **Representatives** must attach (a) authorization from parties represented; or (b) Power of Attorney; and (c) additional verification as requested above.
- **Prospective buyers** must attach (a) proof of ownership as above, and (b) a detailed letter from the owner identifying prospective buyer and authorizing the review of the requested records.

Fees

When records cannot be transmitted electronically, fees for reproduction of standard size paper are 25 cents a page. The fees must be paid by check or money order, payable to DHCR. Cash will not be accepted.