

FACT SHEET



Andrew M. Cuomo, Governor

A PUBLICATION OF NEW YORK STATE
DIVISION OF HOUSING AND COMMUNITY RENEWAL
OFFICE OF RENT ADMINISTRATION

#19 Small Building Owners' Assistance Unit

The New York State Division of Housing and Community Renewal (DHCR) established the Small Building Owners' Assistance Unit in 1984 to provide special assistance to owners of rent regulated buildings with a total of 50 units or less.

DHCR's Small Building Owners' Assistance Unit has an office at 92-31 Union Hall Street, 4th Floor, Jamaica, Queens, and offers its services at the Borough and County Rent Offices throughout the State. The Unit provides small building owners with advice on and assists them with:

- * Preparation of forms for allowable rent increases;
- * Lease renewal procedures;
- * Applications for major capital improvement rent increases (MCI);
- * Applications for hardship rent increases;
- * Responses to tenant objections to building registration information;
- * Responses to Fair Market Rent Appeals;
- * Responses to tenant complaints;
- * Preparation of Petitions for Administrative Review (PARs) of Rent Administrator's orders; and
- * Rent Registration

For more information or assistance, call the DHCR Rent InfoLine, or visit your Borough or County Rent Office.

Queens

92-31 Union Hall Street
6th Floor
Jamaica, NY 11433
(718) 739-6400

Lower Manhattan

25 Beaver Street
5th Floor
New York, NY 10004

Brooklyn

55 Hanson Place
7th Floor
Brooklyn, NY 11217

Bronx

2400 Halsey Street
Bronx, NY 10461

Upper Manhattan

163 W. 125th Street
5th Floor
New York, NY 10027

Westchester County

75 South Broadway
2nd Floor
White Plains, NY 10601