



## Appealing a Rent Administrator's Order: Petition for Administrative Review (PAR)

3 PAGES

This fact sheet contains general information on this topic and does not supersede the directions provided on the back of the Petition for Administrative Review (PAR) form, any relevant DHCR Policy Statements, Advisory Opinions, Operational Bulletins or requirements of the rent stabilization laws and codes.

An owner, tenant, or other party to the proceeding who wants to appeal a DHCR Rent Administrator's order may file a Petition for Administrative Review (PAR) with DHCR.

### Filing Requirements

- **Filed within 35 days of the Rent Administrator's order issuance date and not the date received by any party. There are no extensions to this filing date requirement.** However, PAR filings can be amended as described in the section "**Amending a PAR Filing.**"
- Filed on a *Petition for Administrative Review (PAR)* form (DHCR Form RAR-2) and be completed and signed by the petitioner or a duly designated representative. Sufficient copies of the completed PAR form, supporting documentation and the DHCR order being appealed are required to be attached. Owners filing PARs of orders affecting multiple tenants should include a sufficient number of copies for DHCR to serve upon each affected tenant. Owners are also required to submit a self-sticking 4" wide and 1" high mailing label addressed to each affected tenant, if there are multiple tenants.

- Specify the alleged errors and list the issues upon which the order should be reviewed. The scope of review in the PAR proceeding is generally limited to the facts or evidence presented to the Rent Administrator, which must also be raised in the PAR. If you are seeking to submit new facts or evidence on PAR, in order to more efficiently process your PAR, such material should be identified with your reason why it should now be accepted and reviewed.

- **Must be filed in person or by mail at Gertz Plaza, 92-31 Union Hall Street, Jamaica, New York 11433.** If the PAR is hand-delivered, it must be received within the 35-day filing period. If the PAR is mailed, it must be postmarked within the required filing period. If a private postage meter is used and the envelope does not have an official U.S. Postal Service postmark, the PAR must be received by DHCR within the required time period or must be accompanied by proof that it was mailed within the required time period. PARs received after the time limit will be dismissed.

- May be filed by two or more owners or tenants (a joint PAR), where at least one ground is common to all persons so filing and needs to be verified by each person joining therein. At the Commissioner's discretion, the PAR may be treated as joint or several, and two or more PARs that have at least one ground in common may be consolidated.

### Processing a PAR

- Upon the receipt of the PAR, DHCR examines

it to determine if it is going to be accepted, rejected or dismissed.

- If the PAR submission is procedurally defective, it will result in the issuance of a rejection order which gives the party filing the appeal directions on what needs to be corrected and gives a time frame to submit a corrected and completed PAR.
- Once a PAR is accepted for filing, a copy of a completed PAR is served by DHCR on the opposing party with a form allowing each party to respond to DHCR within a specified time frame.
- DHCR may also send other responses and submissions, with an opportunity to comment, to adversely affected parties, as warranted. DHCR will then review all of the submissions, request additional information if necessary, and issue a decision in the form of a written order signed by the Deputy Commissioner.
- Where a provision of the Rent Stabilization Code is amended, or an applicable statute is enacted or amended during the pendency of a PAR, the determination shall be in accordance with the statute or code as it existed at the time the rent administrator's order was issued, unless the relevant law or regulation states otherwise. Please refer to the regulations for a more detailed explanation of this standard.
- Depending upon the situation under review, the order may be a Grant, Grant in Part, Termination, Dismissal or a Remand to the Rent Administrator.

### Judicial Review

- Once the order signed by the Deputy Commissioner is issued, it can be further appealed by either party, by filing a proceeding in court under Article 78 of the Civil Practice Law and Rules seeking judicial review of the matter. Upon review, the NYS Supreme Court may affirm or deny the PAR order in whole or in part. The Court may also remand the PAR order

to DHCR for further processing. **The deadline for filing this "Article 78 proceeding" with the courts is within 60 days of the issuance date of the Deputy Commissioner's order.** A notice of petition must be served on DHCR, Counsel's Office, 641 Lexington Avenue, New York, New York 10022 and at the office of the New York State Attorney General. It is advisable to consult with an attorney in private practice before proceeding.

### Amending a PAR Filing

- In general, there are two types of amendments, an amendment as of right and an amendment for good cause shown.
- A common example of an amendment as of right is when the petitioner has filed a records access request/FOIL to review the Rent Administrator case file, while the 35-day time limit to file the PAR is running. In this situation, the PAR must be filed within the 35-day time limit and should include a statement that a records access request/FOIL is pending, and further state that once the file has been reviewed, an amended submission will be submitted to DHCR. A copy of the records access request/FOIL should be attached to the PAR.
- Common examples of good cause shown include the hiring of an attorney after the initial PAR filing, to correct mistakes or newly discovered evidence that could not have been reasonably offered earlier. This type of amendment must be made in writing to the PAR Director.
- If a party requests an extension of time to submit an answer, it must be made in writing and specify why the extension is being requested.
- **For a more detailed discussion of this topic, please refer to DHCR Advisory Opinion 92-1, Amendments, Supplements, Extensions and Refiling of PAR's.**

## Effects of a PAR Filing on Rents Adjusted/Established in Rent Administrator Orders

- In general, a PAR filing (that is not rejected by DHCR) has the effect of placing a stay (freeze) on the retroactive (past) portion of the rent adjustment but not on the prospective (going forward) portion.

### Example 1

Ms. Smith receives a rent reduction order for decrease in services issued by a DHCR Rent Administrator on June 15, 2021, that has an earlier (retroactive) effective date of February 1, 2021. The owner appeals the decision and files a PAR. On July 1, 2021, Ms. Smith is entitled to the prospective portion of the rent reduction order and can pay a rent that is reduced by a guideline adjustment. However, she is not entitled to the related refund, retroactive back to February 1, 2021. If the owner's PAR is granted, Ms. Smith will owe the owner any rent reductions previously taken. If the owner's PAR is denied, the owner will owe Ms. Smith the retroactive rent adjustments/refund.

### Example 2

Mr. Jones receives a rent overcharge order issued by a DHCR Rent Administrator on August 10, 2021, that lowers the legal rent from \$1,800 to \$1,500 and directs a refund of \$10,000 for previously collected overcharges. The owner appeals the decision and files a PAR. On September 1, 2021, Mr. Jones is entitled to the prospective portion of the overcharge order and can pay the newly established legal rent of \$1,500. However, he is not entitled to collect the retroactive portion of the order, which is the refund of \$10,000. If the owner's PAR is granted, Mr. Jones will owe the owner any rent adjustments previously taken. If the owner's PAR is denied, the owner will owe Mr. Jones the retroactive rent adjustment/refund.

## SOURCES

New York City Rent Stabilization Code  
 Tenant Protection Regulations  
 DHCR Advisory Opinion 92-1  
 DHCR Operational Bulletin 90-1



➤ **Rent Connect:**  
[rent.hcr.ny.gov](http://rent.hcr.ny.gov)

✉ **Ask a question:**  
[portal.hcr.ny.gov/app/ask](http://portal.hcr.ny.gov/app/ask)

🗣️ **For translation help:**  
[hcr.ny.gov/language-accessibility](http://hcr.ny.gov/language-accessibility)

➤ **Our website:**  
[hcr.ny.gov/rent](http://hcr.ny.gov/rent)

**To visit a Borough Rent Office, by appointment only, please contact:**

#### QUEENS

92-31 Union Hall Street  
 6th Floor  
 Jamaica, NY 11433  
 718-482-4041

#### BROOKLYN

55 Hanson Place  
 6th Floor  
 Brooklyn, NY 11217  
 718-722-4778

#### UPPER MANHATTAN

163 W. 125th Street  
 5th Floor  
 New York, NY 10027  
 212-961-8930

#### LOWER MANHATTAN

25 Beaver Street  
 New York, NY 10004  
 212-480-6238

#### BRONX

1 Fordham Plaza  
 4th Floor  
 Bronx, NY 10458  
 718-430-0880

#### WESTCHESTER

75 South Broadway  
 3rd Floor  
 White Plains, NY 10601  
 914-948-4434