

To The Owner

A. When to Use This Form

1. This form is to be used to compute the Maximum Base Rent and Maximum Collectible Rent for a rent controlled apartment where there have been **no** adjustments (increases or decreases) to the Maximum Base Rent other than the Standardized Increase Factor. If an apartment has had rent adjustments, Notice Form RN-26-Long Form should be used to properly reflect the adjustments in the Maximum Base Rent.
2. If Notice Form RN-26-Long Form was used to calculate previous MBRs, Notice Form RN-26-Long Form **must** be used to calculate the 2012-13 MBR.

This rent increase is not collectible from any tenant who has a Division of Housing and Community Renewal (DHCR) rent reduction order currently in effect for failure to provide or maintain an essential service as defined in 9 NYCRR 2202.3(b)(2). The increase is only collectible as of the first rent payment date after the effective date of a rent restoration order issued by DHCR finding all such services to have been restored.

B. How To Use This Form

3. The owner must complete and sign a copy of this Notice and serve it upon the tenant of the subject apartment. A Master Building Rent Schedule (RMB-2012) listing the Maximum Base Rent, Maximum Collectible Rent and Fuel Cost Adjustment(s) for all rent controlled housing accommodations in the subject building must be completed by the owner and submitted to DHCR **within 60 days of the issuance of the 2012-13 Order of Eligibility or Computed Order of Eligibility.**
4. **If 2010-11 MBR increases were granted** for subject building, start computation of the 2012 Maximum Base Rent on Part A, Line 1.
5. **If 2010-11 MBR increases were denied for subject building, and your last MBR increases were granted for;**
 - a. **2008-09;** multiply the 2008-09 MBR by 1.218 to determine the 2012 MBR, or
 - b. **2006-07;** multiply the 2006-07 MBR by 1.291 to determine the 2012 MBR, or
 - c. **2004-05;** multiply the 2004-05 MBR by 1.396 to determine the 2012 MBR, or
 - d. **2002-03;** multiply the 2002-03 MBR by 1.637 to determine the 2012 MBR, or
 - e. **2000-01;** multiply the 2000-01 MBR by 1.808 to determine the 2012 MBR, or
 - f. **1998-99;** multiply the 1998-99 MBR by 1.886 to determine the 2012 MBR, or
 - g. **1996-97;** multiply the 1996-97 MBR by 1.958 to determine the 2012 MBR, or
 - h. **1994-95;** multiply the 1994-95 MBR by 2.017 to determine the 2012 MBR, or
 - i. **1992-93;** multiply the 1992-93 MBR by 2.313 to determine the 2012 MBR, or
 - j. **1990-91;** multiply the 1990-91 MBR by 2.563 to determine the 2012 MBR, or
 - k. **1988-89;** multiply the 1988-89 MBR by 2.768 to determine the 2012 MBR, or
 - l. **1986-87;** multiply the 1986-87 MBR by 3.222 to determine the 2012 MBR, or
 - m. **1984-85;** multiply the 1984-85 MBR by 3.592 to determine the 2012 MBR, or
 - n. **1982-83;** multiply the 1982-83 MBR by 3.862 to determine the 2012 MBR, or
 - o. **1980-81;** multiply the 1980-81 MBR by 4.286 to determine the 2012 MBR, or
 - p. **1978-79;** multiply the 1978-79 MBR by 4.715 to determine the 2012 MBR, or
 - q. **1976-77;** multiply the 1976-77 MBR by 5.140 to determine the 2012 MBR, or
 - r. **1974-75;** multiply the 1974-75 MBR by 6.270 to determine the 2012 MBR, or
 - s. **1972-73;** multiply the 1972-73 MBR by 6.803 to determine the 2012 MBR and enter the result on Part A, Line 3
6. **If the building is being granted MBR increases for the first time,** start the computation of the 2012 Maximim Base Rent on Part A, Line 3, using the Unadjusted 2012 Maximum Base Rent shown on the Computed Order of Eligibility - 2012-13 Maximum Base Rent, Form RO-30C MBR.

To The Tenant

1. If you do not understand or agree with the Owner's computations, request a clarification from the owner. If you do not receive a satisfactory explanation, you may submit a "Tenant's Complaint of Rent and/or other Specific Overcharges in Rent Controlled Apartments" (DHCR Form RA-89C.)
2. Challenges to the MBR Order must be filed at Gertz Plaza or any Borough Rent Office on challenge form RA-94 MBR. Challenges should be specific and should relate to lawful requirements, such as those related to certification and/or to whether the effective date of the order was correct. A tenant's challenge must be filed within thirty-five (35) days after receiving from the owner a copy of this Notice of Increase (Form RN-26S). Any party aggrieved by the challenge determination may file a Petition for Administrative Review (PAR) using Form RAR-2 within thirty-five (35) days of the challenge determination issue date.
3. Any appropriate retroactive increase in rent under the 2012-13 Order of Eligibility shall be paid in installments equal to the number of months between the effective date of the Order of Eligibility and your next rent payment date. At your option you may pay the entire retroactive amount in a lump sum.

Part C: Affirmation

I, the undersigned, affirm under penalties provided by law, that the computations and statements made on this form, are true and correct to the best of my knowledge and belief or are based on orders received from the Office of Rent Administration, and that I am maintaining and will continue to maintain all essential services furnished or required to be furnished to the subject housing accommodation.

Dated: ____ / ____ / ____ Signature of Owner, Officer or Agent: _____



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

Gertz Plaza
 92-31 Union Hall Street
 Jamaica, NY 11433
 (718) 739-6400

Docket Number:

**Notice Of Maximum Collectible Rent:
 Effective January 1, 2013**

Mailing Address of Tenant:

Name: _____

Number/Street: _____ Apt. No: _____

City, State, Zip Code: _____

Subject Building: _____

Mailing Address of Owner/Agent:

Name: _____

Number/Street: _____

City, State, Zip Code: _____

Number and Street

Apartment Number

City, State, Zip Code

To The Owner

1. This form is used for a building which received either a 2012-13 Order of Eligibility (Form RO-30 MBR) or a 2012-13 Computed Order of Eligibility (Form RO-30C MBR) issued by the New York State Division of Housing and Community Renewal (DHCR) authorizing Maximum Base Rent (MBR) increases effective prior to January 1, 2013. This form computes the 2013 Maximum Collectible Rent (MCR) and if necessary adjusts the 2012-13 Maximum Base Rent.
2. A signed copy of this Notice must be prepared and served on each rent controlled tenant of the subject building before any increase computed on the reverse side is collectible. Failure to serve this Notice within 60 days of January 1, 2013 or of the issue date of 2012-13 Order of Eligibility, whichever is later, causes this increase to be collectible prospectively only.
3. A 2013 Maximum Base Rent Master Building Rent Schedule Form RMB-2013 listing the rental information for all rent controlled apartments in the subject building must be filed with DHCR within 30 days after this Notice has been served on the tenant. Failure to file may result in revocation of this increase.
4. The information listed on the latest MBR Order of Eligibility must be used to complete this form even if the order is under challenge or Petition for Administrative Review. If a determination results in a corrected 2012 MBR Order, corrected copies of this Notice must be served on the tenants and a corrected Master Building Rent Schedule must be filed with DHCR.

To The Tenant

5. You must have been served previously with the following documents before this form can be used for computing any additional rent increases:
 A copy of 2012-13 Order of Eligibility (Form RO-30 MBR) or Computed Order of Eligibility (Form RO-30C MBR) containing the DHCR Docket Number, plus
 A Notice of Increase in 2012-13 Maximum Base Rent and Maximum Collectible Rent Computation (Short Form) RN-26S or (Long Form) RN-26.
6. If you do not understand or agree with the owner's computations, request an explanation from the owner. If you do not receive a satisfactory explanation, you may submit a "Tenant's Complaint of Rent and/or Other Specific Overcharges in Rent Controlled Apartments" (DHCR Form RA-89C).
7. Any appropriate retroactive increase in rent under this Notice (see Number 2 above) shall be paid in installments equal to the number of months between January 1, 2013 and your next rent payment date. At your option, you may pay the retroactive amount in a lump sum.

To The Senior Citizen

Senior Citizens with currently valid Rent Increase Exemption Orders need not pay that part of the rent increase which causes the Maximum Collectible Rent to exceed one-third of their monthly disposable income. A currently valid Rent Increase Exemption Order is renewed automatically for six months, during which time the tenant must have completed and filed the Annual Recertification Application with the New York City Department of Finance.

Senior Citizens, including Supplemental Security Income (SSI) recipients 62 years of age or older with aggregate household net disposable incomes of \$29,000 or less who do not have rent increase exemption orders may be eligible for an exemption from this rent increase. Contact the New York City Senior Citizen Rent Increase Exemption (SCRIE) Program at 311 for further information.

Part A - Eligibility

The following information must be copied from the 2012-13 Order of Eligibility or Computed Order of Eligibility.

Effective Date: ____/____/____ Issue Date: ____/____/____ Docket Number: _____ BR

Note: If the Effective Date of the 2012-13 MBR Order is after December 31, 2012, do not use this form. Use either form RN-26S or form RN-26 to compute collectible increases allowed during the 2012-13 MBR cycle.

The Fuel Cost Adjustment is a separate component of rent and is not to be added to the MBR or MCR for the purposes of the adjustments shown below.

Part B - Computation Of Adjusted 2013 Maximum Base Rent

- 1. Enter Adjusted 2012 Maximum Base Rent. \$ _____ (1)
(This amount appears on the 2012 Master Building Rent Schedule in column titled "Adjusted 2012 Maximum Base Rent" and on Line 3 of Notice of Increase Form RN-26S or Line 9 of Notice of Increase Form RN-26).
- 2. Enter net total of all services, equipment and major capital improvement rent adjustments (increases and decreases) granted between January 1, 2012 and December 31, 2012. If labor cost rent adjustments were granted between January 1, 2012 and December 31, 2012, include in this net total the appropriate monthly Labor Cost Adjustment Modification that appeared on the Labor Cost Order(s). Do not include Fuel Cost Adjustments. \$ _____ (2)
- 3. Adjusted 2013 Maximum Base Rent (Total of Lines 1 and 2). \$ _____ (3)

Part C - Computation of 2013 Maximum Collectible Rent

- 4. Enter Maximum Collectible Rent on December 31, 2012. Do not include Fuel Cost Adjustments. \$ _____ (4)
- 5. Multiply Line 4 by 1.075 \$ _____ (5)
- 6. Maximum Collectible Rent on January 1, 2013. \$ _____ (6)
(If Line 4 is greater than Line 3, enter the amount from Line 4. Otherwise enter the amount from Line 3 or Line 5, whichever is less.)
- 7. Enter net total of all service, equipment, major capital improvement and labor cost rent adjustments (increases or decreases) granted between January 1, 2013 and the date of this Notice. Do not include Fuel Cost Adjustments. \$ _____ (7)
- 8. Current Maximum Collectible Rent Without Senior Citizen Exemption and Fuel Cost Adjustment. \$ _____ (8)
(Total of Lines 6 and 7.)
- 9. Enter Fuel Cost Adjustment (Without Senior Citizen Exemption). \$ _____ (9)
- 10. Rent Payable by Tenant (Total of Lines 8 and 9). \$ _____ (10)

To Senior Citizens:

- 11. If the tenant has a valid Senior Citizen Rent Increase Exemption Order the Maximum Collectible Rent is: \$ _____ (11)
(Owner, enter amount if tenant has current valid exemption.)
- 12. Enter that portion of Fuel Cost Adjustment payable by senior citizen who has a current valid exemption. \$ _____ (12)
If none, enter -0-.

Part D - Affirmation and Certification

Subject Building: _____
Number and Street Apartment Number City, State, Zip Code

I, _____, the owner or _____ affirm under penalties provided
(please print name) (indicate appropriate title)

by law, that the computations and statements made on this form are true and correct to the best of my knowledge and belief based on Orders received from the Office of Rent Administration, and that I am maintaining and will continue to maintain all essential services furnished or required to be furnished to the subject building.

Date: ____/____/____ Signature of Owner, Officer or Agent: _____

B. If Owner Pays for Gas

An MBR was last granted for:

Make the following entry on:

1972 - 73 or is being granted for the first time	Line 6
_____	\$ 91.80
1974 - 75 _____	\$ 76.73
1976 - 77 _____	\$ 74.07
1978 - 79 _____	\$ 67.07
1980 - 81 _____	\$ 63.67
1982 - 83 _____	\$ 57.11
1984 - 85 _____	\$ 46.92
1986 - 87 _____	\$ 47.22
1988 - 89 _____	\$ 50.40
1990 - 91 _____	\$ 50.50
1992 - 93 _____	\$ 54.18
1994 - 95 _____	\$ 46.67
1996 - 97 _____	\$ 49.39
1998 - 99 _____	\$ 40.59
2000 - 01 _____	\$ 46.17
2002 - 03 _____	\$ 17.52
2004 - 05 _____	\$ 15.42
2006 - 07 _____	\$ 6.17
2008 - 09 _____	(\$ 7.78)
2010 - 11 _____	(\$21.86)

6. Enter the appropriate amount shown above for Line 6. _____(6)

7. Enter total Lines 5 and 6. For the total gas and/or electricity adjustment for this apartment,
enter this amount in Part B Line 7 on Notice Form RN-26-Long Form. _____(7)

Date: _____ Signature of Owner, Officer or Agent: _____



**Attachment To Be Filed With Notice Form RN-26 - Long Form
 For Modification of 2012 MBR To Include Appropriate Labor Cost Adjustment**

Subject Building: _____

Number and Street

Apartment or Room Number

City, State, Zip Code

Effective Date of 2012-13 MBR Order of Eligibility: ____/____/____

This calculation adjusts the 2012 Maximum Base Rent (MBR) to reflect a labor component as of January 1, 2012 appropriate to the actual cost level for this building. This method avoids duplicating the average increases in labor costs over the last two years as they are already included in the overall Standardized Increase Factor.

Instructions

- This page is to be completed only if the latest Owner's Application For Increase-Maximum Rent-Labor Cost Adjustment (Section 2202.11) was filed with the Division of Housing & Community Renewal in 2010 or 2011 and a Master Order Increasing Maximum Rent (RO-33.8) was issued to the owner prior to January 1, 2012. If the latest Labor Cost Adjustment Application was filed prior to 2010, do **not** file this page because the 2012 Standardized Increase Factor modifies the prior MBR Modification for Labor.
- This page is **not** to be completed if an Order denying the Labor Cost Adjustment was issued.
- A completed copy of this form must be served on the tenant along with Notice Form RN-26-Long Form.
- A completed copy of this form along with the 2012 MBR Master Building Rent Schedule must be filed with the MBR Section within 60 days of the issuance date of the Order of Eligibility.

Calculation Section

The calculations below should reflect the data and information from the latest Owner's Application For Increase-Maximum Rent-Labor Cost Adjustment (Section 2202.11) filed during 2010 or 2011 or any revisions resulting from administrative review (PAR) or audit review.

Docket Number of Application: _____ Date Signed (as shown in Application, Part III): ____/____/____

Date Order (Master Order) Increasing Maximum Rents (RO-33.8 or RO-33.8m) was issued: ____/____/____

	Labor Cost Application Filed Prior to 4/21/10 (A)	Labor Cost Application Filed 4/21/10 to 4/20/11 (B)	Labor Cost Application Filed 4/21/11 to 12/31/11 (C)
1. Actual annual Labor Cost (from Part III, Line 5 of Labor Cost Application)	\$ _____	\$ _____	\$ _____
2. Multiply Line 1 by 1.059 for Column (A); 1.027 for Column (B)	\$ _____	\$ _____	
3. 2010 MBR Labor Cost Allowance (from Part II, Line 12 of Labor Cost Application) \$ _____ x 1.059.	\$ _____	\$ _____	\$ _____
4. Annual Building-wide Modification For Column (A) or (B) subtract Line 3 from Line 2; if the amount on Line 3 is greater than the amount on Line 2, enter -0- on Lines 4, 5 and 6. For Column (C) subtract Line 3 from Line 1; if the amount on Line 3 is greater than the amount on Line 1, enter -0- on Lines 4, 5 and 6.	\$ _____	\$ _____	
			\$ _____
5. Divide Line 4 by 12 for Monthly Building-wide MBR Modification	\$ _____	\$ _____	\$ _____
6. Divide Line 5 by Total Number of Apartments as shown in Part III, Line 9 of Labor Cost Application for Monthly MBR Modification Per Apartment. Enter this amount on Line 8, Part B of Notice Form RN-26-Long Form.	\$ _____	\$ _____	\$ _____

Date: _____ Signature of Owner, Officer or Agent: _____



State of New York
 Division of Housing
 and Community Renewal
 Office of Rent Administration
 MBRS File
 Gertz Plaza
 92-31 Union Hall Street
 Jamaica, New York 11433
 Web Site: www.nysdchr.org

Docket Number: _____ BR

**2012 Maximum Base Rent
 Master Building Rent Schedule**

TO FILE THIS FORM ONLINE GO TO: www.nysdchr.gov/rent and select Online Services

Filing Instructions: Owner must list all information below as it appears on the Notice Form RN-26S or RN-26 that will be served on each controlled tenant in the subject building. Mail this form to DHCR within 60 days of the issuance date of the Order of Eligibility or the Computed Order of Eligibility. Failure to file may result in revocation of the increase.

Subject Building
 Number and Street: _____

Total Number of Apartments: _____

City, State: _____ Zip Code: _____

Number of Controlled Apartments: _____

Effective Date of Order of Eligibility: ____ / ____ / ____

Apartment Number	Tenant	Adjusted 2012 Maximum Base Rent (RN-26S Ln. 3/RN-26 Ln. 9)	Maximum Collectible Rent			MCR Senior Citizen Exempt Rent (RN-26S Ln. 8 RN-26 Ln. c*)
			12/31/2011 (RN-26S Ln. 4 RN- 26 Ln. 10)	1/1/2012 or eff. date of order (RN-26S Ln. 6 RN-26 Ln. 12)	Current (RN-26 Ln. 6 RN-26 Ln. 14)	

Owner/Managing Agent

Affirmation and Certification

Name: _____

I affirm under penalties provided by law, that the information reported on this form is from the computations made on the 2012 tenant's Notice of Increase in the 2012-13 MBR and MCR Computation form (RN-26S or RN-26) which I have served on each controlled tenant as listed within the last 60 days and that the information is true and correct to the best of my knowledge and belief.

Number and Street: _____

City, State, Zip Code: _____

Dated: ____ / ____ / ____

Signature: _____

*RN-26 Ln.c can be found in Part A on the front page of the form RN-26.

Instructions

- I. The owner must complete and sign a copy of this Notice and appropriate Attachments, if any, and serve them on the tenant of the subject apartment. **Attachment** RMBR-ATT, if appropriate, and a Master Building Rent Schedule (RMB-2012 or RMB-2013, listing the Maximum Base Rent and Maximum Collectible Rent for all controlled housing accommodations in the building must be completed and filed by the owner at the above address, within 60 days of the issuance of the 2012-13 Order of Eligibility.

This MCR increase is not collectible from any tenant who has a Division of Housing and Community Renewal (DHCR) Rent Reduction Order currently in effect for failure to provide or maintain an essential service as defined in Section 2202.3(b)(2) of the Rent and Eviction Regulations. The increase is only collectible as of the first rent payment date after the effective date of an order issued by DHCR finding all such essential services to have been restored.

- II. If 2010-11 MBR increases were granted for the building, start calculation of Adjusted 2012 Maximum Base Rent in Part B, Line 1
- III. If 2010-11 MBR increases were denied for the building and the last MBR increases were granted for:
 - a. **2008-09**; multiply the 2008-09 MBR by 1.218 to determine the 2012 MBR, or
 - b. **2006-07**; multiply the 2006-07 MBR by 1.291 to determine the 2012 MBR, or
 - c. **2004-05**; multiply the 2004-05 MBR by 1.396 to determine the 2012 MBR, or
 - d. **2002-03**; multiply the 2002-03 MBR by 1.637 to determine the 2012 MBR, or
 - e. **2000-01**; multiply the 2000-01 MBR by 1.808 to determine the 2012 MBR, or
 - f. **1998-99**; multiply the 1998-99 MBR by 1.886 to determine the 2012 MBR, or
 - g. **1996-97**; multiply the 1996-97 MBR by 1.958 to determine the 2012 MBR, or
 - h. **1994-95**; multiply the 1994-95 MBR by 2.017 to determine the 2012 MBR, or
 - i. **1992-93**; multiply the 1992-93 MBR by 2.313 to determine the 2012 MBR, or
 - j. **1990-91**; multiply the 1990-91 MBR by 2.563 to determine the 2012 MBR, or
 - k. **1988-89**; multiply the 1988-89 MBR by 2.768 to determine the 2012 MBR, or
 - l. **1986-87**; multiply the 1986-87 MBR by 3.222 to determine the 2012 MBR, or
 - m. **1984-85**; multiply the 1984-85 MBR by 3.592 to determine the 2012 MBR, or
 - n. **1982-83**; multiply the 1982-83 MBR by 3.862 to determine the 2012 MBR, or
 - o. **1980-81**; multiply the 1980-81 MBR by 4.286 to determine the 2012 MBR, or
 - p. **1978-79**; multiply the 1978-79 MBR by 4.715 to determine the 2012 MBR, or
 - q. **1976-77**; multiply the 1976-77 MBR by 5.140 to determine the 2012 MBR, or
 - r. **1974-75**; multiply the 1974-75 MBR by 6.270 to determine the 2012 MBR, or
 - s. **1972-73**; multiply the 1972-73 MBR by 6.803 to determine the 2012 MBR and enter the result on Part B, Line 5.

The Unadjusted MBR is derived by subtracting the net total of all service, equipment and major capital improvement rent adjustments (increases and decreases) granted between August 1, 1970 and the date of the last MBR Notice from the Adjusted MBR shown on that Notice.

- IV. **If the building is being granted MBR increases for the first time**, start the calculation of the adjusted 2012 Maximum Base Rent in Part B, Line 5, using the Unadjusted 2012 Maximum Base Rent shown on the Computed Order of Eligibility 2012-13 Maximum Base Rent, Form RO-30C MBR.

Part B -- Computation of Adjusted 2012-13 Maximum Base Rent

- 1. Enter Adjusted 2011 MBR as shown on last 2010-11 MBR Notice. Do **not** include Fuel Cost Adjustment(s) or any MBR modification resulting from Labor Cost Adjustment ordered after January 1, 2010. \$ _____ (1)

- 2. Enter net total of all service, equipment and Major Capital Improvement rent adjustments (increases and decreases) granted between August 1, 1970 and the date of the last 2010-11 MBR Notice (RN-26, RN-26s.1). \$ _____ (2)

- 3. Unadjusted 2010-11 MBR. Subtract Line 2 from Line 1. \$ _____ (3)

- 4. 2012-13 Standardized Increase Factor. \$ 1.078 (4)

- 5. Unadjusted 2012-13 MBR. Multiply Line 3 by Line 4. If 2010-11 MBR increases were **not** granted, enter amount as specified in Instruction III or IV. \$ _____ (5)

- 6. Enter net total of all service, equipment and Major Capital Improvement rent adjustments (increases and decreases) granted between August 1, 1970 and December 31, 2011. \$ _____ (6)

- 7. If the owner pays for gas and/or electricity in this apartment, fill out **Attachment For Adjustment of 2012 MBR** (RMBR-ATT) to include owner paid gas and/or electricity and enter on this line the amount shown on Line 7 of **Attachment** (RMBR-ATT page 2). \$ _____ (7)

- 8. If the owner was granted a labor cost rental adjustment (Section 2202.11 subsequent to January 1, 2010), fill out **Attachment For Modification of 2012 MBR** (RMBR-ATT, page 2) to include appropriate adjustment for labor cost and enter on this line the amount shown on Line 6 of **Attachment**. \$ _____ (8)

- 9. 2012-13 MBR (Adjusted). Enter total of Lines 5 through 8. \$ _____ (9)

Part C -- Computation of Maximum Collectible Rent

- 10. Maximum Collectible Rent on December 31, 2011. Do **not** include Fuel Cost Adjustment(s). \$ _____ (10)

- 11. Multiply Line 10 by 1.075 \$ _____ (11)

- 12. If Line 10 is greater than Line 9, enter amount from Line 10; otherwise, enter the amount from Line 9 or Line 11, whichever is less. \$ _____ (12)

- 13. Enter net total of service, equipment and Major Capital Improvement rent adjustments between January 1, 2012 and the date of this Notice, if any. \$ _____ (13)

- 14. Current Maximum Collectible Rent. Add Line 12 and Line 13. \$ _____ (14)

- 15. Enter total Fuel Cost Adjustment(s). \$ _____ (15)

To The Tenant

If you do not understand or agree with the Owner's computations, request a clarification from the owner. If you do not receive a satisfactory explanation, you may submit a "Tenant's Complaint of Rent and/or other Specific Overcharges in Rent Controlled Apartments" (DHCR Form RA-89C).

Challenges to the MBR Order must be filed at Gertz Plaza or any Borough Rent Office on challenge form RA-94 MBR. Challenges should be specific and should relate to lawful requirements, such as those related to certification, and/or to whether the effective date of the Order was correct. A tenant's challenge must be filed within thirty-five (35) days after receiving from the owner a copy of the Notice of Increase (Form RN-26S or RN-26). Any party aggrieved by the challenge determination may file a Petition for Administrative Review (PAR) using Form RAR-2 within thirty-five (35) days of the challenge determination issue date.

Any appropriate retroactive increase in rent according to the 2012-13 Order of Eligibility shall be paid in installments equal to the number of months between the effective date of the Order of Eligibility and your next rent payment date. At your option you may pay the entire retroactive amount in a lump sum.

Affirmation

Subject Building: _____
Number and Street
Apartment Number
City, State, Zip Code

I, the undersigned, affirm under penalties provided by law, that the computations and statements made on this form and appropriate **Attachments** (RMBR-ATT), if any, are true and correct to the best of my knowledge and belief or are based on orders received from the Office of Rent Administration and that I am maintaining and will continue to maintain all essential services furnished or required to be furnished to the subject housing accommodation.

Date: ____/____/____ Signature of Owner, Officer or Agent: _____