



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 Access to Public Records

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

1. Mailing Address of Requester:

Subject Building:

Name _____		Address _____ (No. & Street)	
Address _____	Apt. No. _____	City, State & Zip Code _____	
City, State & Zip Code _____		Owner's/Managing Agent's Name _____	
() _____			
Daytime Telephone No. _____			

2. E-Mail Address: _____

- 3. I am the** Owner Prospective buyer Managing Agent Subtenant
 Tenant Representative Owner Representative Tenant 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.

8. Status Request (This information may be available at www.nysdhcr.gov)

Please provide an update on the status of the pending case.

Docket Number(s) _____

Instructions

The Division of Housing and Community Renewal (DHCR) is the custodian of specific records pertaining to rent-stabilized and rent-controlled apartments and buildings. The FOIL/Subpoena Section is responsible for providing information to requesters. To ensure expeditious processing of this request, you must type or clearly print all of the required information and provide supporting documentation.

1. Sections 1, 2, and 3 of this form must be completed by the requester.
(If these items are incomplete, this form may be rejected and returned to the requester.)
2. Select only **one** category from Sections 4 through 8.
 - Copy of Order(s) - A request to receive issued orders and determinations.
 - Record Review - A request to review a case file or a public record.
 - Rent Registration - A request to obtain registration information relating to a specific apartment or building.
 - Status Request - A request on the progress of a pending case relating to a specific apartment or building.
3. Date and sign the request form. An unsigned request form will be returned to the requester.
4. Mail or deliver this request form with supporting documentation to the DHCR office listed below where the subject building is located.

New York City/Nassau

DHCR, Gertz Plaza
92-31 Union Hall St., 6th Floor
Jamaica, NY 11433

Westchester/Rockland

DHCR
75 S. Broadway - 2nd Floor
White Plains, NY 10601

5. Requests for records, whether received in person or by mail, will be processed in the order in which they are received. DHCR will provide an acknowledgment of your request and the availability of the documents. You may advise DHCR whether you will collect the documents or want DHCR to mail them to you. Requests processed by e-mail do not require mailing time and therefore, may be processed faster.

Identification

Access may be denied on grounds stated in the Freedom of Information Law (FOIL); obtaining such access could be an unwarranted invasion of personal privacy. **You must provide proof of identity and/or authorization for Record Review and Rent Registration.** Identity and/or authorization must be shown satisfactorily by documents such as the following:

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

Fees

A copy of accessible records will be furnished at a cost of 25 cents per page. The fee must be paid by cash, check or money order before any copies are prepared. Up to ten copied pages can be provided at the time of viewing. If you require more than ten copied pages, you may pick them up by appointment or have the material mailed to you.