



## Instructions for Completing and Filing this Petition

**Completing the Petition** (Please type or print legibly):

### Part I

1. Sections A, B and C : Fill in the blanks with the required information.

### Part II

2. Sections D and E - Check one box in each section.
3. Section F: Indicate the monthly legal regulated rent or maximum rent on the date this Petition was signed, on the April 1st immediately preceding the date of signing, and on April first of each of the four prior years.
4. Sections G, H, I and J - Fill in the blanks with the requested information, if applicable.

### Part III

5. You must affirm this document by completing and signing this section. Intentionally false statements may subject you to penalties provided by law.

### Filing the Petition

1. In the event that the tenant contests service or the manner or date of service of the Income Certification Form (DHCR Form RA-93CF NYC), it is the owner's affirmative duty to prove when such service occurred and that the owner complied with the required methods of service provided for in the Income Certification Form. Therefore, the owner is advised to retain proof of such service.
2. The owner should retain all evidence (e.g. leases, rent ledgers) that the housing accommodation has a legal regulated rent or maximum rent of \$2,500.00 or more per month until the Division of Housing and Community Renewal (DHCR) has issued a final order deregulating the housing accommodation. A final order of DHCR is an order of a Rent Administrator not appealed to the Commissioner within 35 days of the issuance of such order, or an order of the Commissioner for which an Article 78 judicial review proceeding has not been initiated within 60 days of the issuance of such order or which has been affirmed by a court pursuant to a timely-filed Article 78 proceeding.
3. An original and one copy of this petition, along with the required documentation, and in all instances a copy of the Income Certification form as completed by the tenant(s) if such was returned by the tenant(s) to the owner, **should be hand delivered or mailed to:**

Division of Housing and Community Renewal  
Office of Rent Administration  
Luxury Decontrol Unit  
Gertz Plaza  
92-31 Union Hall Street  
Jamaica, NY 11433

4. Petitions must be postmarked **no later than June 30th** of the calendar year which the petition for deregulation will affect and against which the household income of the two prior years will be tested. If the prepaid postage on the envelope does not have an official U.S. Postal Service postmark, then the petition will not be considered timely filed unless received by DHCR by June 30th or the owner submits other adequate proof of mailing by June 30th, such as an official Postal Service receipt or certificate of mailing.
5. An incomplete or otherwise defective petition filed on or before June 15th affords DHCR sufficient time to reject the petition without prejudice to a proper and complete refile by June 30th. DHCR will then advise the owner of the reason(s) for the rejection and of the right to refile. An owner who files an incomplete or defective petition after June 15th will not receive an advisement from DHCR that the petition is incomplete or defective, nor will the owner be advised of the manner in which the petition must be perfected in order for it not to be dismissed but may on its own amend the petition prior to June 30th so as to perfect it.
6. If the legal regulated rent or maximum rent was \$2,500.00 or more per month, and the apartment is vacant, the owner need not file a petition for deregulation, but on the next annual apartment registration statement the owner should register the apartment as permanently exempt.