



# A GUIDE FOR TENANTS

Senior Citizens (62 and over)  
and People with Disabilities (18 and over)

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THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, NY 10007

Dear New Yorkers:

As part of our effort to increase affordable housing in New York City, we have created this guide to provide all the information you need to know about the NYC Rent Freeze Program, which includes the Senior Citizen Rent Increase Exemption (SCRIE) and the Disabled Rent Increase Exemption (DRIE). This is an important benefit that freezes rent for tenants in rent-regulated units so that they can stay in their homes, and the City they love without the fear of being displaced by escalating rents. We are committed to making sure that every eligible household signs up to take advantage of this program.

In the past few years, we have made many improvements to the application and admission process to provide greater access to the program and to serve you better. We have simplified applications, increased our outreach and created a dedicated website to help renters determine eligibility, calculate their income, and apply. Currently, our Rent Freeze tools are available in ten languages: Arabic, Bengali, Chinese, English, Haitian Creole, Korean, Polish, Russian, Spanish and Urdu.

If you would like more information, have questions about how to apply or would like to obtain an application, reach out to us online at [nyc.gov/rentfreeze](http://nyc.gov/rentfreeze), call 311 or visit our Rent Freeze Walk-In Center at 66 John Street in Lower Manhattan.

Tell your friends and/or family members. Please help us spread the word about this vital program!

Sincerely,

A handwritten signature in black ink that reads "Bill de Blasio".

Bill de Blasio  
Mayor

A handwritten signature in black ink that reads "Jacques Jiha".

Jacques Jiha  
Commissioner, NYC Department of Finance

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# WHAT IS THE NYC RENT FREEZE PROGRAM?

In 1970, the City of New York began the Senior Citizen Rent Increase Exemption (SCRIE) program, offering qualifying senior citizens an exemption from future rent increases. In 2005, it was expanded to include qualifying tenants with disabilities under the Disability Rent Increase Exemption (DRIE) program. Together, SCRIE and DRIE are known as the NYC Rent Freeze Program. This program helps eligible senior citizens (aged 62 and over) and tenants with qualifying disabilities (aged 18 and over) stay in affordable housing by freezing their rent. Under this program, a property tax credit covers the difference between the actual rent amount and what you (the tenant) are responsible for paying at the frozen rate.

At the NYC Department of Finance, our goal is to make sure you understand the program and receive the benefits you are entitled to. If you are a senior citizen or a disabled tenant, this guide will provide you with all of the necessary information you need including: Eligibility requirements, the application process, benefits, renewals, and answers to frequently asked questions.

## SECTION 2

# QUALIFICATIONS AND ELIGIBILITY

### **SENIOR CITIZEN RENT INCREASE EXEMPTION (SCRIE) PROGRAM, YOU MUST:**

- Be at least 62 years old;
- Be the Head of Household as the primary tenant named on the lease/rent order or have been granted succession rights in a rent controlled, rent stabilized or a rent regulated hotel apartment;
- Have a combined household income for all members of the household that is \$50,000 or less; and
- Spend more than one-third of your monthly household income on rent.

SCRIE Applicants living in a Housing Development (HDFC) or Mitchell-Lama apartments must contact the Department of Housing, Preservation and Development (HPD) to apply for SCRIE. For applications and more information, please call 212-863-8494 or visit [nyc.gov/hpd](http://nyc.gov/hpd).

### **DISABILITY RENT INCREASE EXEMPTION (DRIE) PROGRAM, YOU MUST:**

- Be at least 18 years old;
- Be named on the lease or the rent order or have been granted succession rights in a rent controlled, rent stabilized, or rent regulated hotel apartment or an apartment located in a building where the mortgage was federally insured under Section 213 of the National Housing Act, owned by a Mitchell-Lama development, Limited Dividend housing company, Redevelopment Company or Housing Development Fund Corporation (HDFC) incorporated under New York State's Private Housing Finance Law;
- Have a combined household income that is \$50,000 or less;
- Spend more than one-third of your monthly household income on rent; and
- You must have been awarded one of the following:
  - Federal Supplemental Security Income (SSI);
  - Federal Social Security Disability Insurance (SSDI);
  - U.S. Department of Veterans Affairs disability pension or disability compensation;
  - Disability-related Medicaid if the applicant has received either SSI or SSDI in the past; or
  - United States Postal Service (USPS) disability pension or disability compensation.

Although a household may qualify for both programs, the law does not permit a household to have both SCRIE and DRIE at the same time.

### **INELIGIBLE APARTMENTS INCLUDE:**

- Public housing units administered by the New York City Housing Authority (NYCHA);
- Units that are partially or fully paid by a Section 8 voucher;
- Non-rent regulated apartments (such as apartments in private homes and private cooperative buildings that are not subject to rent regulation); and
- Sublet apartments (even if the apartment is rent-regulated).

### **INCOME ELIGIBILITY REQUIREMENTS:**

- When combined, the household income must be \$50,000 or less.
- You must report income for yourself and for all members of your household, including all family members who lived in your apartment the calendar year before submitting your application:
  - For example, if you apply in 2017, you are required to submit income documentation for calendar year 2016.
  - If you rent a bedroom to a boarder, you do not need to include his/her income. However, you must report the monthly amount you receive from rent as income.

### **HOW DOES DOF CALCULATE MY INCOME?**

In order to calculate income to determine eligibility, all sources of income are included. SCRIE and DRIE use taxable and non-taxable income to determine eligibility according to legislation governing both programs. However, gifts and inheritances are NOT included as income.

### **WHAT DEDUCTIONS ARE ALLOWED IN CALCULATING INCOME FOR THE PROGRAM?**

- Federal, State and Local taxes; and
- Social Security taxes.

### **WHAT DEDUCTIONS ARE NOT ALLOWED IN CALCULATING INCOME FOR THE PROGRAM?**

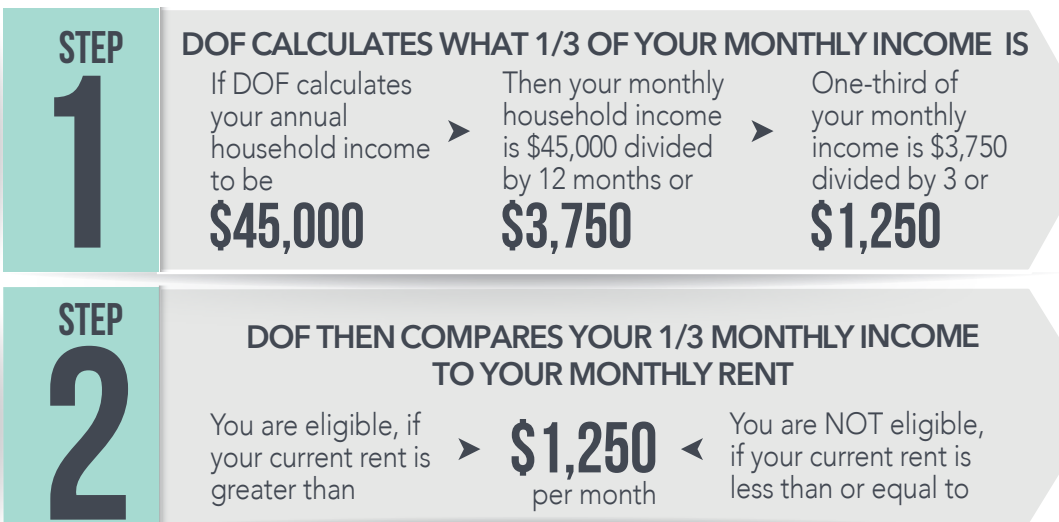
- Medical expenses;
- Medicare premiums; and
- Capital or business losses.

### **HOW DO I SHOW INCOME IF I DO NOT FILE TAXES?**

You are not required to file taxes to qualify for any of the NYC Rent Increase Exemption Programs. However, you must submit any documentation you have that shows how you and your household members receive income, such as Social Security form SSA-1099, annual pension statement, IRA/Annuity end of year earnings statement, W2, or any other form 1099 statements for the requested income year.

If you receive financial assistance from family or friends, please submit a letter from the individual(s) providing support detailing the amount received in the prior calendar year.

### HOW DOF DETERMINES THAT MY RENT IS MORE THAN 1/3 OF MY INCOME



### MORE EXAMPLES BASED ON DIFFERENT ANNUAL HOUSEHOLD INCOME

IF YOUR ANNUAL HOUSEHOLD INCOME IS	THEN YOUR MONTHLY HOUSEHOLD INCOME IS	TO QUALIFY, YOUR CURRENT MONTHLY RENT MUST BE GREATER THAN
\$15,000.00	\$1,250.00	\$416.67
\$20,000.00	\$1,666.67	\$555.56
\$25,000.00	\$2,083.33	\$694.44
\$30,000.00	\$2,500.00	\$833.33
\$35,000.00	\$2,916.67	\$972.22
\$40,000.00	\$3,333.33	\$1,111.11
\$50,000.00	\$4,166.67	\$1,388.89

## SECTION 3

# FREEZING YOUR RENT

### HOW DOF DETERMINES FROZEN RENT

DOF will freeze your rent at either your prior rent amount or at 1/3 of your monthly income, whichever is greater.

The following example helps to explain how that determination is made.



Refer to the chart on page 5 to calculate 1/3 of your monthly income.



## COVERED INCREASES INCLUDED IN YOUR RENT FREEZE

The following example helps to explain covered increases, although there may be some exceptions.

### RENT STABILIZED APARTMENTS



- Lease renewal increases;
- Major Capital Improvement (MCI) increases that compensate the owner for the cost of building-wide renovations such as a new roof or boiler; and
- Increases approved to compensate a landlord who demonstrates that his/her rental income fails to offset unavoidable expenses (Hardship Orders).

### RENT CONTROLLED APARTMENTS



- Maximum collectible rent (MCR) increases;
- Fuel Cost Adjustments (FCA) to compensate a landlord for fuel increases;
- Major Capital Improvement (MCI) increases that compensate the owner for the cost of building-wide renovations such as a new roof or boiler; and
- Increases approved to compensate a landlord who demonstrates that his/her rental income fails to offset unavoidable expenses (Hardship Orders).

### RENT REGULATED HOTEL UNITS



- Rent demand renewal increases or lease renewal increases;
- Major Capital Improvement (MCI) increases that compensate the owner for the cost of building-wide renovations such as a new roof or boiler; and
- Increases approved to compensate a landlord who demonstrates that his/her rental income fails to offset unavoidable expenses (Hardship Orders).

### MITCHELL-LAMA, LIMITED DIVIDEND, REDEVELOPMENT, SECTION 213 COOPERATIVE, OR HDFC COOPERATIVE APARTMENTS



- Increases in base rent/carrying charges;
- Temporary utility/fuel surcharges; and
- Capital assessments.

**WHEN IS A MAJOR CAPITAL IMPROVEMENT (MCI) INCREASE PAID BY SCRIE/DRIE?**

If the MCI is issued within 90 days of the SCRIE/DRIE initial application receipt date, it is covered by SCRIE/DRIE.

**WHEN IS A MAJOR CAPITAL IMPROVEMENT (MCI) INCREASE NOT PAID BY SCRIE/DRIE?**

If the MCI is not issued within 90 days of the date of your initial application then it is not covered by SCRIE/DRIE.

**WHAT TYPES OF CHARGES ARE NOT PAID BY SCRIE/DRIE?**

- Services such as a doorman, maid or janitor, air conditioning or intercom;
- New equipment, furniture or other furnishings in your unit, or electrical enhancements;
- Additions, modifications or other individual apartment improvements (IAI) including any extra charges for additional space;
- Security deposits;
- Rental charges for garages and other facilities; and
- Utility costs (gas, electric, cable, etc.).

**I PAY A RENT AMOUNT THAT IS LESS THAN THE LEGAL RENT (THIS IS OFTEN REFERRED TO AS PREFERENTIAL RENT). WILL YOU FREEZE MY RENT AT THE LOWER AMOUNT?**

We generally freeze rent at the legal rent amount. However, there are some exceptions in the following scenarios:

- When a lease is accompanied by a preferential lease rider that explicitly states that the lower rent will remain for the lifetime of the applicant's tenancy; and
- For tenants that live in Low-Income Housing Tax Credit (LIHTC) units and provide a LIHTC rent rider.

## FIRST TIME APPLICANTS

### DOCUMENTS TO SEND TO DOF

Use the chart to help organize the various documents you will need to send to DOF along with your completed application. **NEVER send your originals, just copies.** Refer to the "Forms and Contact Information" page for details of where to submit your application and information.

<b>PROOF OF AGE - SEND A COPY OF ANY ONE OF THESE</b>	
Baptismal record	Birth certificate
U.S. Passport	Driver's License
Non-Driver's Identification	Other federal, state or local document with date-of-birth
<b>PROOF OF INCOME - SEND A COPY OF ALL THAT APPLY</b>	
Federal & State Income Tax Returns	W2 Forms
1099-SSA	SSI Letter
1099-R	Unemployment/1099-G, Interest 1099-INT
Public assistance benefit letter	Bank or brokerage account year end statement
IRA/Annuity End of Year Statement	Social security benefit statement (SSA/SSI/SSD)
Public assistance budget statement	Signed letter from boarder stating rental payments
Student status letter for any non-working students living in your household	
Signed letter from friend/family stating amount of monetary assistance	
FOR DRIE ONLY - Send a copy of Notice of Award Letter for one of these <ul style="list-style-type: none"> <li>• Federal Supplemental Security Income (SSI);</li> <li>• Federal Social Security Disability Insurance (SSDI);</li> <li>• U.S. Department of Veterans Affairs disability pension or compensation;</li> <li>• Disability-related Medicaid if the applicant has received either SSI or SSDI in the past; or</li> <li>• United States Postal Service (USPS) disability pension or disability compensation.</li> </ul>	
<b>RENT STABILIZED APARTMENT - SEND A COPY OF ALL THAT APPLY</b>	
Leases – The prior and current leases signed by you and your landlord	
Preferential rent rider (if applicable)	
Low Income Housing Tax Credit (LIHTC) or 80/20 or 60/40 rider (if applicable)	
DHCR approved MCI (Major Capital Improvement) order	

## SECTION 4: FIRST TIME APPLICANTS

<b>RENT CONTROLLED APARTMENT - SEND A COPY OF ALL OF THESE</b>
Notice of Maximum Collectible Rent (form RN 26) for prior and current year
Owner's report and Certification of Fuel Cost Adjustment (form RA33.10) for prior and current year
<b>RENT REGULATED HOTEL UNIT - SEND A COPY OF ALL THAT APPLY</b>
DHCR annual apartment registration for prior and current year along with a signed letter from the Management or Owner indicating current and prior rent
DHCR Rent History
DHCR approved MCI (Major Capital Improvement) order
<b>MITCHELL-LAMA, LIMITED DIVIDEND HOUSING COMPANY, REDEVELOPMENT COMPANY</b>
<b>FOR DRIE - SEND A COPY OF ALL OF THESE</b>
Housing Preservation & Development (HPD) or Division of Housing & Community Renewal (DHCR) Commissioner's Orders
Rent printout or letter from your management office specifying the start date and the amount of your most recent rent increase
Capital Assessment document
Affidavit of Household Income for the prior year
<b>FOR SCRIE - CONTACT THE DEPARTMENT OF HOUSING PRESERVATION</b>
The program is administered by the Department of Housing Preservation & Development (HPD) at 100 Gold Street, Room 7M, New York, NY 10038. For applications and more information, call 212-863-8494 or visit <a href="http://nyc.gov/hpd">nyc.gov/hpd</a>
<b>HOUSING DEVELOPMENT FUND COMPANY (HDFC)</b>
<b>FOR DRIE - SEND A COPY OF ALL THAT APPLY</b>
A Notice of Rent/Carrying Charge Increase signed by the HDFC Management
Signed renewal lease (if applicable)
<b>FOR SCRIE - CONTACT THE DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT</b>
The program is administered by the Department of Housing Preservation & Development (HPD) at 100 Gold Street, Room 7M, New York, NY 10038. For applications and more information, call 212-863-8494 or visit <a href="http://nyc.gov/hpd">nyc.gov/hpd</a>

**IF ANOTHER HOUSEHOLD MEMBER ALREADY HAS SCRIE OR DRIE, CAN ANOTHER MEMBER APPLY FOR SCRIE?**

No. The law does not permit a household to have SCRIE and DRIE at the same time.

**CAN I APPLY FOR THE PROGRAM IF IT IS MY FIRST LEASE IN MY APARTMENT OR EVEN IF I DIDN'T RECEIVE A RENT INCREASE?**

Yes. Even if you did not receive an increase on your most recent lease, you can apply for the program. If your application is approved and you continue to remain eligible, you will not pay future increases.

**DO I NEED MY LANDLORD'S PERMISSION TO APPLY?**

No. Your eligibility is based upon your application and supporting documents.

**CAN MY LANDLORD REFUSE TO PARTICIPATE IN THE NYC RENT FREEZE PROGRAM?**

No. If you are eligible, you are legally entitled to the benefits. Landlords cannot prevent a tenant from participating in the program.

**DOES THE BENEFIT PROTECT ME FROM BEING EVICTED?**

No. There are a number of reasons why tenants can be evicted from their apartments including not paying rent on time. Having the SCRIE/DRIE benefit does not provide protection from eviction.

## SECTION 5

# APPLICATION SUBMITTED. NOW WHAT?

Your approval letter has a docket number that is unique to you. Your docket number will be included on every document we mail you about your benefit. Be sure to include your docket number on all correspondence with the Department of Finance.

## REVIEW PROCESS AND NOTIFICATIONS

- DOF will review your application to determine if you are eligible.
- You must continue to pay your rent and any increases you receive until DOF notifies you that you have been approved.
- You will receive a letter within 10 - 15 days indicating the status of your application. The letter will notify you if your application has been approved, denied or if more documents are needed from you.

### 1. APPLICATION APPROVED

You will receive an approval letter detailing:

- Amount of your Frozen Rent;
- Amount DOF will be crediting your landlord; and
- Beginning and end date of your benefit period (For example, if we receive your application on May 15, and you are approved, your benefit period will start on June 1).

Your landlord will also receive an approval letter. If you have a tenant representative on file, he or she will also receive a copy of your approval or denial letter.

### 2. APPLICATION DENIED

You will receive a letter, which will state the reason(s) why you are not eligible. You have a right to appeal. See next page "How To Appeal" for more information.

### 3. INFORMATION REQUEST

You will receive a letter requesting more documentation from you before a decision can be made about your application.

## HOW TO APPEAL

You must submit an appeal application and all supporting documents. Refer to the “Contact Information” page for mailing information. You cannot submit another appeal for one that has already been denied.

## WHEN YOUR BENEFIT ENDS

Your benefit end date is on your approval letter. The end date depends on the type of apartment you have and when you were approved. If you live in a:

### RENT STABILIZED APARTMENT

Your benefit will expire on the expiration date of your current lease. For example, if you applied on May 15, 2014 and your current lease expires May 31, 2015, your benefit will also expire May 31, 2015.

### RENT REGULATED HOTEL UNIT

Your benefit will expire on the expiration date of your demand/increase notice or lease. For example, if you applied on May 15, 2014 and your current rent demand increase notice or lease expires May 31, 2015, then your benefit will also expire May 31, 2015.

### RENT CONTROLLED APARTMENT

Your benefit expires on December 31 of the next odd-numbered year. For example, if you applied on May 15, 2014, your benefit will expire on December 31, 2015.

### MITCHELL-LAMA, LIMITED DIVIDEND, REDEVELOPMENT, SECTION 213 COOPERATIVE, OR HDFC COOPERATIVE APARTMENTS

Your benefit expires one year after your DRIE effective date. For example, if your effective date is May 1, 2014, the expiration date will be April 30, 2015.

**IF IT TAKES A FEW MONTHS FOR MY APPLICATION TO BE APPROVED, WILL MY LANDLORD RECEIVE A RETROACTIVE CREDIT?**

Yes. For example, if your application is received on May 15 but we do not approve your application until August 15, your landlord will receive a retroactive credit for the period beginning June 1.

**IF MY LANDLORD IS ISSUED A RETROACTIVE CREDIT, MAY I ASK FOR IT TO BE GIVEN TO ME IN A CASH PAYOUT?**

The landlord is required to credit you for the rent payments you have made. The landlord can decide how to issue you this retroactive credit.

**WILL I RECEIVE A CHECK FROM DOF IF I AM APPROVED?**

No. DOF does not make check payments. The program provides landlords with a property tax credit equal to the difference between the frozen rent amount and the increased rent amount.

**THE APPLICATION ASKS FOR A TENANT REPRESENTATIVE, DO I NEED ONE?**

No. However, because a tenant representative receives duplicate copies of every letter we send you about your benefit, your tenant representative might be able to assist you if you did not receive a notice, or you do not understand a notice.



# RENEWING YOUR BENEFIT

If you do not receive the renewal application, it is **YOUR RESPONSIBILITY** to obtain & submit a renewal application or your benefit will end. Refer to the “Forms and Applications” section.

### RENEWAL APPLICATION

- DOF will mail you a renewal application approximately 60 days before your benefit ends. Our goal is to ensure a timely renewal with no break in your benefits.
- You are responsible for renewing your benefit. When you receive your benefit approval letter, it will include your benefit end date.
- If you do not renew, your benefit will end on the end date stated in your approval letter.

### REQUIRED DOCUMENTS TO SUBMIT WITH YOUR RENEWAL

You must submit all income documents for all household members for the year prior to your renewal along with your signed application. See the chart on page 9 for “Proof of Income” examples.

### RENT STABILIZED APARTMENT

Send your new renewal lease signed by you and your landlord.

### RENT CONTROLLED UNIT

The expiration of a rent controlled benefit does not always coincide with the issuance of a new MBR or Fuel Cost Adjustment notice. Include these if you have them on hand or when they become available.

### RENT REGULATED HOTEL UNIT

Send the rent increase letter from your landlord.

### **MITCHELL-LAMA, LIMITED DIVIDEND, REDEVELOPMENT, SECTION 213 COOPERATIVE, AND HDFC COOPERATIVE APARTMENTS**

If your apartment has had a rent/carrying charge increase since your last DRIE approval letter, please send an updated rent history printout or rent increase letter from your HDFC board. These documents should show the effective date of the increase, as well as the rent amount before and after the date of the increase.

#### **WHAT IF I DO NOT HAVE A RENEWAL LEASE?**

Please make every effort to get a renewal lease signed by both the landlord and the tenant or a rent increase letter. If you are unable, then you can submit a “Certification by Renewal Applicant without a Lease” form.

- Please submit a completed and signed Certification by Renewal Applicant without a Lease form and your renewal application along with a current utility bill. You may not use this form for consecutive renewal periods. If you continue to have trouble obtaining your lease, you may submit a New York State Division of Housing and Community Renewal (DHCR) complaint.
- Once you receive a copy of your lease you must send it to DOF.
- If your benefit is renewed, your frozen rent amount will stay the same but the landlord’s credit (TAC) will not increase until a copy of a signed renewal lease is provided to DOF.

**HOW DO I CHECK THE STATUS OF MY RENEWAL APPLICATION AND BENEFIT?**

DOF publishes Tenant Status Reports on its website. These reports are updated approximately every 1-2 weeks.

- There is a Tenant Status Report for each borough. It is sorted by docket number. To access the report visit [nyc.gov/rentfreeze](http://nyc.gov/rentfreeze), contact 311, visit a walk-in center or contact us through the Rent Freeze website.
- Your docket number is listed on your approval letter and is included on every document we mail you about your benefit.

**WILL MY LANDLORD RECEIVE THEIR CREDIT IF I FORGET TO RENEW ON TIME?**

No. Your landlord stops receiving credits if your benefit ends and your benefit is not renewed.

**IS THERE A GRACE PERIOD THAT MY LANDLORD MUST CONTINUE TO HONOR MY FROZEN RENT?**

Yes. Your landlord is legally required to continue your benefit for six months after your benefit expires, even if you have not renewed yet.

**WHAT IF I DO NOT RENEW MY BENEFIT BUT CONTINUE TO PAY MY FROZEN RENT AMOUNT DURING THE SIX MONTH GRACE PERIOD?**

You will be responsible for paying your landlord back for the difference between your frozen rent amount and your legal rent amount for the six month grace period.

**WHO CAN I CONTACT IF I DO NOT UNDERSTAND A DECISION THAT WAS MADE REGARDING MY APPLICATION OR BENEFIT?**

All Rent Freeze Program applicants who have received an official exemption approval, denial, or revocation notice have the right to get help resolving concerns with their SCRIE/DRIE application and benefit. The SCRIE/DRIE Ombudsperson can identify and resolve issues with your application or benefit after you have completed the application process. You may contact them by visiting the DOF website at [nyc.gov/contactscrieombuds](http://nyc.gov/contactscrieombuds) for help with SCRIE or [nyc.gov/contactdrieombuds](http://nyc.gov/contactdrieombuds) for help with DRIE.

**WHAT CAN I DO IF I MISSED THE SIX MONTH DEADLINE TO FILE MY RENEWAL APPLICATION OR ANY OTHER DEADLINE RELATED TO THE RENT FREEZE PROGRAM?**

If you needed more time to submit your application or meet any other deadline due to a disability or physical or mental impairment, you can request additional time. If you need help or have questions regarding a disability or requesting additional time, please call 311 and ask for the Department of Finance's Disability Service Facilitator or contact [nyc.gov/contactdofeeo](http://nyc.gov/contactdofeeo); or visit our office at 66 John Street, 3rd Floor, New York, NY, Monday to Friday, 8:30 a.m. to 4:30 p.m.

Even if you do not have a disability or physical or mental impairment, you may still qualify if you missed the deadline

because of exceptional circumstances during the time to file your application and your benefit expired fewer than 12 months ago. If you were hospitalized for a temporary medical condition, or your apartment was damaged by fire, flood, a natural catastrophe, or other exceptional circumstances occurred, you may submit a statement of the specific circumstances along with any documentation of your claim with your application. If you have any questions, please contact 311 and ask for the SCRIE/DRIE unit, or visit [nyc.gov/contactscrie](http://nyc.gov/contactscrie) or [nyc.gov/contactdrie](http://nyc.gov/contactdrie)

### **WHAT IF I AM NOT ABLE TO PHYSICALLY SIGN THE APPLICATION?**

A person with an authorized Power of Attorney (POA) or court-appointed guardian may sign documents on behalf of the primary beneficiary. Please submit the power of attorney or court order along with the application so that SCRIE can keep the information on file and ensure that copies of all SCRIE correspondence are sent to the POA or guardian.

## SECTION 7

# CHANGES DURING **BENEFIT PERIOD**

### MOVING TO ANOTHER APARTMENT?

If you move to another rent regulated apartment, you must submit an "Apartment Benefit Transfer Application." See "Forms and Applications" on page 25.

- If you are still eligible at your new address, the amount of the tax abatement credit will not change. However, your frozen rent amount will change depending on your new legal rent amount.

### HOW DOF DETERMINES YOUR NEW FROZEN RENT AMOUNT IN THE NEW APARTMENT



**WHAT HAPPENS IF MY RENT IS INCREASED DUE TO A MAJOR CAPITAL IMPROVEMENT (MCI) DURING MY BENEFIT PERIOD?**

Your frozen rent will remain the same. However, it is your responsibility to submit the MCI order along with a "Tax Abatement Credit (TAC) Adjustment Application" to the SCRIE/DRIE unit. See "Forms & Applications" on page 25.

**I AM CURRENTLY RECEIVING DRIE AND I TURNED 62. DO I HAVE TO TRANSFER TO SCRIE?**

No. Both of the programs are identical. There is no additional benefit to transfer from DRIE to SCRIE.

**WHAT HAPPENS TO MY BENEFIT WHEN I DIE?**

DOF must be notified. The benefits are revoked effective the first day of the month following the date of death.

**CAN MY FAMILY INHERIT MY BENEFIT?**

No. There are no automatic succession rights to SCRIE/DRIE benefits. However, a surviving household member may qualify for a transfer of your SCRIE/DRIE benefits.

- This can happen only if you previously listed the person's name and source of income on your SCRIE or DRIE application or renewal forms;
- The surviving individual must also qualify for the program; and
- The surviving individual must be the primary tenant listed on a lease or rent order or be granted succession rights to the apartment by the landlord.

**HOW DOES A FAMILY MEMBER APPLY TO RECEIVE MY BENEFIT?**

A surviving household member who is eligible for a transfer of your SCRIE/DRIE benefits should submit an "Application for Benefit

Takeover.” The eligibility requirements and documents are listed on the application. See “Forms & Applications” on page 25.

**CAN MY FROZEN RENT BE REDUCED IF THERE IS A DECREASE IN THE HOUSEHOLD INCOME?**

If there has been a permanent loss of 20% or more of the income you reported on your prior approved application, you may apply for a redetermination of your frozen rent by filing a Redetermination Application, which can be found on our website at [nyc.gov/rentfreeze](http://nyc.gov/rentfreeze). You must provide proof of your current income with the Redetermination Application. NOTE: The loss of income must be considered permanent. The remaining tenant must submit the “Redetermination Application.” See “Forms & Applications” on page 25.

**WHAT IF A SURVIVING HOUSEHOLD MEMBER IS ELIGIBLE FOR DRIE AND NOT SCRIE?**

If a household member is eligible for DRIE and not SCRIE, he or she can submit the benefit takeover application and indicate DRIE in the new applicant information section. See “Forms & Applications” on page 25.

**WHAT HAPPENS IF I AM OVER THE INCOME ELIGIBILITY FOR A RENEWAL PERIOD?**

If your benefit ended because your annual household income is over \$50,000 or your rent is less than 1/3 of your monthly household income for a renewal period, you may reapply for the program in the future if you believe you qualify. If your income decreases in the next calendar year, you may qualify to restore your old frozen rent (legislation effective September 2016). To reapply, please submit an initial application in the next calendar year.



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# GLOSSARY OF TERMS

## **APPROVAL/DENIAL/REVOCATION ORDER**

The notice that DOF sends you telling you the status of your application: Approved, denied or revoked.

## **BOARDER**

Someone who is not a relative of the tenant of record. Boarders are not eligible for a Benefit Take Over. Since a boarder's income is not included in calculating household income, the tenant is not eligible for a redetermination if a boarder leaves.

## **DHCR**

New York State Division of Housing and Community Renewal, the agency responsible for administering the rent regulatory laws of New York State.

## **DOCKET NUMBER**

The unique identification number assigned to each applicant. This is the easiest way to refer to your case.

## **DOF**

Acronym for New York City Department of Finance, the agency that administers the SCRIE and DRIE programs.

## **DRIE**

Disability Rent Increase Exemption, provides eligible renters age 18 and over, receiving federal disability compensation an exemption from paying most rent increases.

## **EXEMPTIBLE RENT INCREASE**

A rent increase authorized by the Rent Guidelines Board or DHCR to be exempt under DRIE and SCRIE. Examples: Major Capital Improvement, Fuel Cost Adjustment, or Maximum Base Rent increases.

## **EXEMPTION PERIOD**

The period covered by your DRIE/SCRIE rent exemption benefit.

## **FROZEN RENT**

The amount of rent you must pay your landlord.

## **FUEL COST ADJUSTMENT INCREASE**

An increase to cover an unexpected rise in the price of heating fuel during the previous year. Must be verified by DHCR.

## **HOUSEHOLD INCOME**

The income of every person who lives in a household. If you rent a room to someone,

you should not include their income but you must include the amount they pay you as part of your income.

### **LEGAL RENT**

The maximum rent that a landlord can charge a tenant for a rent regulated unit. The landlord must annually register that legal rent with DHCR.

### **MAJOR CAPITAL IMPROVEMENT (MCI)**

An increase authorized by DHCR to compensate a landlord for the cost of building-wide renovations, such as a new roof or boiler.

### **MAXIMUM BASE RENT (MBR) INCREASE**

The highest amount a landlord can raise the rent as authorized by DHCR for rent controlled apartments.

### **MAXIMUM COLLECTIVE RENT (MCR)**

The highest amount a landlord can raise the rent as authorized by DHCR for rent controlled apartments.

### **MITCHELL-LAMA**

A Limited Dividend, Redevelopment, Section 213 cooperative, or HDFC cooperative apartment.

### **PREFERENTIAL RENT**

Rent charged by an owner to a tenant that is less than the established legal regulated rent.

### **RENT CONTROLLED APARTMENT**

Residential units with limits in the amount a landlord can charge a tenant for rent. To qualify for rent control, a tenant must have been living continuously in an apartment since July 1, 1971.

### **RENT DEMAND RENEWAL**

Rent demand increases for regulated hotel units as determined by NYC Rent Guidelines Board.

### **RENT REGULATED APARTMENT OR UNIT**

An apartment or housing unit that is either rent controlled or rent stabilized.

### **RENT REGULATED HOTEL UNIT**

A hotel unit that is rent stabilized.

### **RENT STABILIZED APARTMENT**

Residential units regulated by law so that rent increases may not exceed a specified amount. In NYC it is regulated by the Rent Guidelines Board.

### **SCRIE**

Senior Citizen Rent Increase Exemption, provides eligible seniors age 62 and over an exemption from paying most rent increases.

### **TAC**

Tax Abatement Credit. The amount credited on a landlord's property tax bill for SCRIE or DRIE.

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# FORMS AND APPLICATIONS

## NYC RENT FREEZE SCRIE OR DRIE INITIAL APPLICATIONS

Use these applications to apply for either the SCRIE or DRIE program for the 1st time. Do not apply for both.

## RENEWAL APPLICATIONS

Choose the renewal application based on the type of apartment you are renting. If you do not receive a renewal application by mail, it is your responsibility to obtain and submit the renewal application or your benefit will expire.

## CERTIFICATION BY RENEWAL APPLICANT WITHOUT A LEASE

Use this form to submit along with your renewal application if you have made several attempts to get a signed lease from your landlord and still have not received one.

## APARTMENT BENEFIT TRANSFER APPLICATION

Use this form if you have moved into another rent regulated apartment and would like to transfer your benefit.

## BENEFIT TAKEOVER APPLICATION

Use this form to apply to take over the benefit of a beneficiary who has permanently vacated the apartment.

## FORMS ARE AVAILABLE



### ONLINE

[nyc.gov/rentfreeze](https://nyc.gov/rentfreeze)



### CALL 311



### RELAY SERVICE

212-639-9675

**REDETERMINATION APPLICATION**

Use this application to apply for a redetermination of your frozen rent amount because you have experienced a permanent loss of 20% or more of your combined household income as compared to the income you reported in your last approved application.

**SCRIE <—> DRIE TRANSFER APPLICATION**

Use this form to transfer from the SCRIE to DRIE program or DRIE to SCRIE program.

**APPEAL APPLICATION**

Use this form to appeal a decision made by SCRIE or DRIE.

**TAX ABATEMENT CREDIT (TAC) ADJUSTMENT APPLICATION**

Use this form if you are presently receiving a SCRIE/DRIE benefit and wish to apply for an adjustment due to a change in TAC, fuel cost adjustment, MCI increase or J-51 reduction.

## HAVE QUESTIONS? NEED ASSISTANCE?

For general information about the NYC Rent Freeze Program



### VISIT

- Your senior center,
- Local office of your elected official, Council Member, Assembly Member, or State Senator



### IN-PERSON

DOF's SCRIE/DRIE  
Walk-In Center  
Monday to Friday  
8:30 a.m. - 4:30 p.m.  
66 John Street, 3rd Floor  
New York, New York 10038



### ONLINE

[nyc.gov/rentfreeze](http://nyc.gov/rentfreeze)



### CALL 311



### RELAY SERVICE

212-639-9675

## REQUEST FOR A REASONABLE ACCOMODATION

If you need help accessing Department of Finance (DOF) programs and services or need more time because of a disability or physical or mental impairment, you can request additional time to file or obtain other assistance.

To request more time or other assistance, you may call 311, write to DOF, visit the Rent Freeze Program Office at 66 John Street, 3rd Floor, New York, NY, Monday-Friday, 8:30 a.m. to 4:30 p.m., or complete a "Request for an Extension of Time Due to a Disability or Physical or Mental Impairment." This form is available by contacting 311 or online at [nyc.gov/finance](http://nyc.gov/finance). You may need to submit medical documentation supporting your request.

If an extension of time or other request for assistance is approved, you will need to submit all renewal documents and meet all of the program's eligibility requirements.

## CONTACT INFORMATION

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**TO APPLY, SUBMIT YOUR APPLICATION AND COPIES  
OF ALL THE REQUIRED DOCUMENTS TO THE ADDRESS LISTED ON  
THE APPLICATION OR LETTER**



### SCRIE APPLICANTS

New York City Department  
of Finance  
SCRIE UNIT  
59 Maiden Lane, 22nd Floor  
New York, NY 10038

### DRIE APPLICANTS

New York City Department  
of Finance  
DRIE UNIT  
59 Maiden Lane, 22nd Floor  
New York, NY 10038



[nyc.gov/contactscrie](https://nyc.gov/contactscrie)

[nyc.gov/contactdrie](https://nyc.gov/contactdrie)



DOF's SCRIE/DRIE Walk-In Center (see previous page)



**TO APPEAL, MAIL THE APPEAL FORM AND ALL SUPPORTING DOCUMENTS**

### SCRIE APPLICANTS

New York City Department  
of Finance  
SCRIE Appeals  
59 Maiden Lane, 22nd Floor  
New York, NY 10038

### DRIE APPLICANTS

New York City Department  
of Finance  
DRIE Appeals  
59 Maiden Lane, 22nd Floor  
New York, NY 10038

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