

FACT SHEET



George E. Pataki, Governor
Joseph H. Holland, Commissioner

A PUBLICATION OF NEW YORK STATE
DIVISION OF HOUSING AND COMMUNITY RENEWAL
OFFICE OF RENT ADMINISTRATION

#19 Small Building Owners' Assistance Unit

The New York State Division of Housing and Community Renewal (DHCR) established the Small Building Owners' Assistance Unit in 1984 to provide special assistance to owners of rent regulated buildings with a total of 50 units or less.

DHCR's Small Building Owners' Assistance Unit has an office at 92-31 Union Hall Street, 4th Floor, Jamaica, Queens, and offers its services at the Borough and County Rent Offices throughout the State. The Unit provides small building owners with advice on and assists them with:

- * Preparation of forms for allowable rent increases;
- * Lease renewal procedures;
- * Applications for major capital improvement rent increases (MCI);
- * Applications for hardship rent increases;
- * Responses to tenant objections to building registration information;
- * Responses to Fair Market Rent Appeals;
- * Responses to tenant complaints;
- * Preparation of Petitions for Administrative Review (PARs) of Rent Administrator's orders; and
- * Rent Registration

For more information or assistance, call the DHCR Rent InfoLine, or visit your Borough or County Rent Office.

Central
92-31 Union Hall Street
4th Floor
Jamaica, NY 11433
(718) 739-6400

Brooklyn
250 Schermerhorn Street
3rd Floor
Brooklyn, NY 11201

Upper Manhattan
163 W. 125th Street
5th Floor
New York, NY 10027
North side of 110th St. and above

Nassau County
50 Clinton Street
6th Floor
Hempstead, NY 11550

Westchester County
55 Church Street
White Plains, NY 10601

Lower Manhattan
156 William Street
9th Floor
New York, NY 10038
South side of 110th St. and below

Bronx
1 Fordham Plaza
2nd Floor
Bronx, NY 10458

Staten Island
60 Bay Street
7th Floor
Staten Island, NY 10301

Rockland County
94-96 North Main Street
Spring Valley, NY 10977