



A GUIDE FOR TENANTS

Senior Citizens (62 and over)
and People with Disabilities



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

Dear New Yorkers:

We are pleased to inform you that the income threshold for the Senior Citizen Rent Increase Exemption (SCRIE) and Disability Rent Increase Exemption (DRIE) programs has been raised to \$50,000 to help more seniors and disabled individuals keep their rents affordable. This guide will help you determine if you qualify for these benefits and assist you with the application process.

If you would like to apply online or require an application in Bengali, Chinese, Haitian Creole, Korean, Russian or Spanish, please visit the Department of Finance website at www.nyc.gov/finance. You can also request additional information and applications in these languages by calling 311 or by visiting the SCRIE/DRIE office at 66 John Street in Lower Manhattan. Applications in additional languages will be available soon.

The Department of Finance looks forward to serving you, and we encourage all eligible New Yorkers to apply for the SCRIE/DRIE 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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SECTION 1

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 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.

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.

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 compensation; or
 - Disability-related Medicaid if the applicant has received either SSI or SSDI in the past.

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 year before your application:
 - For example, if you apply in 2015, please submit income documentation for calendar year 2014.
 - If you rent a bedroom to someone, you do not need to include his/her income. However, you must report the monthly amount you receive from rent as income.

HOW DOES FINANCE CALCULATE MY INCOME?

In order to calculate income to determine eligibility all sources of income are included. SCRIE and DRIE both 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?

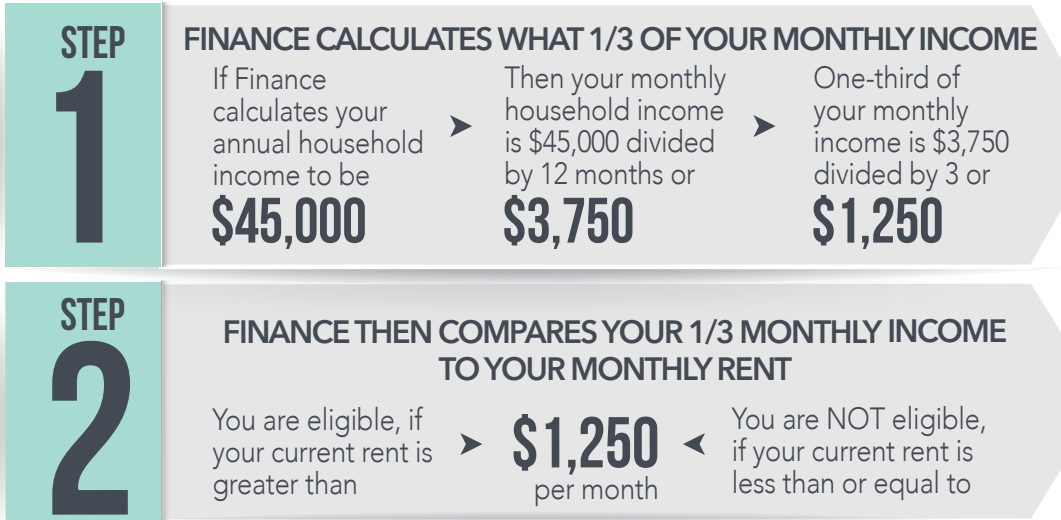
- Medical expenses;
- Medicare premiums; and
- Capital or business losses.

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 statements, pension statements, IRA/Annuity statements (including earning statements), IRS forms 1099 and/or W2.

If you receive financial assistance from family or friends, please submit a letter from the individual(s) providing support detailing the amount and the situation.

HOW FINANCE 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

FREEZING YOUR RENT

HOW FINANCE DETERMINES FROZEN RENT

Finance 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 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 or preferential rent rider explicitly states that lower rent will remain for the applicant's entire tenancy; and
- For tenants that live in Low-Income Housing Tax Credit (LIHTC) units.

SECTION 4

FIRST TIME APPLICANTS

DOCUMENTS TO SEND TO FINANCE

Use the chart to help organize the various documents you will need to send to Finance 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.

PROOF OF AGE - SEND A COPY OF ANY ONE OF THESE	
Baptismal record	Birth certificate
U.S. Passport	Driver's License
Non-Driver's Identification	Other federal, state or local document with date-of-birth
PROOF OF INCOME - SEND A COPY OF ALL THAT APPLY	
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
Pension/annuity 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"> • Federal Supplemental Security Income (SSI); • Federal Social Security Disability Insurance (SSDI); • U.S. Department of Veterans Affairs disability pension or compensation; or • Disability-related Medicaid if the applicant has received either SSI or SSDI in the past. 	
RENT STABILIZED APARTMENT - SEND A COPY OF ALL THAT APPLY	
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

RENT CONTROLLED APARTMENT - SEND A COPY OF ALL OF THESE
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
RENT REGULATED HOTEL UNIT - SEND A COPY OF ALL THAT APPLY
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
MITCHELL-LAMA, LIMITED DIVIDEND HOUSING COMPANY, REDEVELOPMENT COMPANY
FOR DRIE - SEND A COPY OF ALL OF THESE
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
FOR SCRIE - CONTACT THE DEPARTMENT OF HOUSING PRESERVATION
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 nyc.gov/hpd
HOUSING DEVELOPMENT FUND COMPANY (HDFC)
FOR DRIE - SEND A COPY OF ALL THAT APPLY
A Notice of Rent/Carrying Charge Increase signed by the HDFC Management
Signed renewal lease (if applicable)
FOR SCRIE - CONTACT THE DEPARTMENT OF HOUSING PRESERVATION
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 nyc.gov/hpd

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, if approved, you will not pay any 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 INCREASE EXEMPTION PROGRAM?

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

CAN MY LANDLORD EVICT ME FOR PAYING A LOWER RENT THAN OTHER TENANTS?

No. You cannot be evicted because you are 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.

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

- Finance will review your application to determine if you are eligible.
- You must continue to pay your rent and any increases you receive until Finance notifies you that you have been approved.
- You will receive a letter within 45 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 Finance 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 benefit starts on 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 FINANCE IF I AM APPROVED?

No. Finance does not make direct payments of any kind. 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, a tenant representative receives duplicate copies of every letter we send about your benefits. We strongly recommend that you name someone to be your tenant representative.

SECTION 6

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

- Finance 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. A "Certification by Renewal Applicant without a Lease" form cannot be used for consecutive renewal periods.

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 must submit a "Certification by Renewal Applicant without a Lease" form.

- Please submit this form and your renewal application, along with rent statements/receipts indicating rent amounts and 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 Finance.
- 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 Finance.

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

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

- Your docket number is listed on your approval letter and is included on every document we mail you about your benefit.
- There is a Tenant Status Report for each borough. It is sorted by docket number. To access the report visit www.nyc.gov/rentfreeze.

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.

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 23.

- 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 FINANCE 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 23.

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?

Finance 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 application or renewal forms;
- The surviving individual must also qualify for the program; and
- The surviving individual must be the legal tenant of the apartment 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 needed for a benefit takeover are listed on the application. See "Forms & Applications" on page 23.

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

There may be a significant loss of income due to a household member who has passed away or has permanently moved into a nursing home or who has otherwise permanently left the household. If this occurs, the tenant may be eligible for a redetermination of the benefit. To be eligible for a redetermination there must be a permanent decrease of 20% or more of the combined household income as stated on the last approved SCRIE/DRIE application. The remaining tenant must submit the "Redetermination Application". See "Forms & Applications" on page 23.

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

If a surviving household member is eligible for DRIE and not SCRIE, he or she should submit a "SCRIE <—> DRIE Transfer Application." The eligibility requirements, and documents needed for a SCRIE to DRIE benefit takeover are listed on the "SCRIE <—> DRIE Transfer Application." See "Forms & Applications" on page 23.

GLOSSARY OF TERMS

APPROVAL/DENIAL/REVOCATION ORDER

The notice that Finance 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.

DRIE

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

EXEMPTIBLE RENT INCREASE

A rent increase authorized by the Rent Guidelines Board or DHRC to be exempted 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 period.

FINANCE

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

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 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.

FORMS AND APPLICATIONS

NYC RENT INCREASE EXEMPTION INITIAL APPLICATION

Use this application to apply for the SCRIE or DRIE program for the 1st time. Do not apply for both.

RENEWAL APPLICATION

Use this application to renew your benefit. 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, in addition to a "Renewal Application," instead of a lease 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.

APPLICATION FOR BENEFIT TAKEOVER

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



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 Increase Exemption Program



VISIT

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



ONLINE

nyc.gov/rentfreeze



IN-PERSON

Finance'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



CALL 311



RELAY SERVICE

212-639-9675

**TO APPLY, SUBMIT YOUR APPLICATION AND COPIES
OF ALL THE REQUIRED DOCUMENTS**



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

nyc.gov/contactdrie



Finance'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
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