



**SCRIE**

NYC DEPARTMENT OF FINANCE • PROGRAM OPERATIONS DIVISION

**SENIOR CITIZEN RENT INCREASE EXEMPTION  
INITIAL APPLICATION**

FOR OFFICE USE ONLY

Please complete this form in full and mail it back with all required documents to:  
NYC Department of Finance - SCRIE Unit, 59 Maiden Lane, 22nd Floor, New York, NY 10038

**SECTION 1 - ELIGIBILITY REQUIREMENTS**

To qualify for the Senior Citizen Rent Increase Exemption, you must:

- Be at least 62 years old
- Be named on the lease or rent order or have been granted succession rights to the apartment and rent an apartment that is rent controlled, rent stabilized or hotel stabilized.
- Have a total household income of \$50,000 or less after allowable deductions\*
- Pay more than one-third of the household monthly income for rent.

\*Allowable deductions are Federal, State, Local, Medicare, and Social Security taxes paid. Tenants who live in private homes, a New York City Housing Authority development and/or receive Section 8 rental subsidies do not qualify for SCRIE benefits. Tenants who live in Mitchell Lama housing must apply for SCRIE with the NYC Department of Housing Preservation and Development.

**SECTION 2 - APPLICANT INFORMATION**

1. Name of Tenant: a. \_\_\_\_\_ b. \_\_\_\_\_  
FIRST NAME LAST NAME

2. Address: \_\_\_\_\_ 3. \_\_\_\_\_ 4. Apt. #: \_\_\_\_\_  
NUMBER STREET NAME

5. City: \_\_\_\_\_ 6. Code: \_\_\_\_\_ 7. Telephone (\_\_\_\_) \_\_\_\_\_  
Zip

8. Address: \_\_\_\_\_ 9. Date of Birth: \_\_\_\_\_  
Email

10. Indicate total number of rooms and windows: Rooms \_\_\_\_\_ Windows \_\_\_\_\_

11. Check one indicating your apartment type:  Rent Stabilized  Rent Controlled  Rent Regulated Room or Hotel

12. Check all that applies to your rent increase:  1-yr renewal lease  2-yr renewal lease  Fuel  Building Improvement (MCI)  
 Maximum Collectible Rent (MCR)  Other: \_\_\_\_\_

13. Have you ever applied for SCRIE before?  Yes  No If "Yes", enter the Docket Number: \_\_\_\_\_

**SECTION 3 - TENANT REPRESENTATIVE**

You can have copies of your SCRIE notices sent to another person (in addition to you). To select a representative, please complete the following:

1. Name of Representative: \_\_\_\_\_ 2. Email Address: \_\_\_\_\_

3. Address: \_\_\_\_\_ 4. \_\_\_\_\_ 5. Apt. #: \_\_\_\_\_  
NUMBER STREET NAME

6. City: \_\_\_\_\_ 7. Code: \_\_\_\_\_ 8. Telephone (\_\_\_\_) \_\_\_\_\_  
Zip

**SECTION 4 - HOUSEHOLD MEMBERS AND INCOME**

**HOUSEHOLD MEMBERS:** Include yourself and all co-tenant(s) and their income for the calendar year prior to this application.

**BOARDERS:** Indicate all boarders and include the amount of rent they pay to you. Family members are not considered boarders.

HOUSEHOLD MEMBER/BOARDER	SOCIAL SECURITY	PENSION	WAGES AND	INTEREST AND	ALL OTHER INCOME
	VA, SSA, SSI, SSD	ANNUITY, IRA	UNEMPLOYMENT	DIVIDENDS	For ex.: Boarder, Public Assistance
<b>SELF</b>					
SSN:					
NAME:					
DATE OF BIRTH:					
RELATIONSHIP TO YOU:					
SSN:					
NAME:					
DATE OF BIRTH:					
RELATIONSHIP TO YOU:					
SSN:					

If there are more than 3 household members, please provide information on a separate sheet.

**SECTION 5 - CERTIFICATION**

I hereby affirm under penalties provided by law that I currently reside at this address and have examined this application and the accompanying documents, and, to the best of my knowledge and belief, the information provided herein is true, correct and complete.

I understand and agree that if I fail to disclose all household income, including income of tenants (family or non-family) or any changes to the number of household residents, I may be held responsible to repay the City the full amount of any SCRIE benefits received improperly plus any interest charges.

I authorize the release of my information to other agencies for the purpose of determining my eligibility for other entitlements or benefits. I authorize the Department of Finance to review my state and federal income tax returns to verify my income.

SIGNATURE OF TENANT

PRINT NAME

DATE

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers for applicants and income-earning occupants is mandatory and is required by section 11-102.1 of the Administrative Code of the City of New York. Such numbers disclosed on any reports or returns are requested for tax administration purposes and will be used to facilitate the processing of reports and to establish and maintain a uniform system for identifying taxpayers who are or may be subject to taxes administered and collected by the Department of Finance. Such numbers may also be disclosed as part of information contained in the taxpayer's return to another department, person, agency or entity as may be required by law, or if the applicant or income-earning occupants gives written authorization to the Department of Finance.

**STOP! Final Checklist Before You Mail!**

- Did you complete all questions on the application?
- Did you sign and date the application?
- Did you include proof of age with one of the following items: birth certificate, US passport, driver's license, or other government-issued identification with date of birth?
- For Rent Stabilized Apartments: Did you include a copy of your prior and current lease signed by both you and your landlord? *Please note: The lease must clearly state terms of either a one- or a two-year lease.*
- For Rent Controlled Apartments: Did you include a copy of the Notice of Maximum Collectible Rent (MCR Form No. RN-26) and the Certification of Fuel Cost Adjustment (Form No. RA33.10) for the prior and current year?
- For Rent Regulated Rooms and Hotels: Did you include a copy of a rent increase letter signed by your landlord and a copy of the DHCR Rent History or DHCR apartment registration?
- For Building Improvements (Major Capital Improvement): Did you include a copy of the building improvement (MCI) increase? *Please note: Rent increases for new appliances (stove, refrigerator, etc.) are not covered by SCRIE.*
- Did you include proof of income for all household members including yourself and co-tenants for the calendar year prior to the application? Proof of income includes, but is not limited to:

- Income tax returns (if filed)
- Social security benefit statement (SSA/SSI/SSD)
- IRA/Annuity statement including earnings statement
- Pension statement
- Signed letter from boarder stating rental payments

- 1099/W2 statement
- Public assistance budget statement
- Student status letter for any non-working students living in your household
- Signed letter from friend/family stating amount of monetary assistance

**GENERAL INFORMATION AND ASSISTANCE**

If you need help or have questions please contact 311 or visit [nyc.gov/contactscrie](http://nyc.gov/contactscrie).

You can visit our SCRIE office at 66 John Street, 3rd floor, New York, NY.

We are open Monday through Friday, between 8:30 AM and 4:30 PM.