

Property Registration FAQ



What type of buildings are required to file an Annual Property Registration with HPD?

- All buildings with 3 or more residential units (multiple dwellings), including hotels, condominiums, cooperatives and owner-occupied properties. (NOTE: Individual condominium owner do NOT register, only the owner of the structure.)
- One or two family homes IF neither the owner nor a family member occupies the building. Both vacant and occupied buildings which meet the above criteria must register.

When are Annual Property Registrations required to be filed?

- Every year between May 21 and August 31.
- At any point during the year that registration information changes, including managing agent information.
- As soon as a new owner purchases a property.

What are the penalties for failing to register?

- HPD will issue an Order to the property, which appears on HPD's public record.
- The property is subject to a civil penalty of up to \$500.
- The property owner will not be allowed to certify the correction of HPD violations or to file either a Dismissal Request or Violation Reissuance for the removal of pending violations.
- The property owner will not be able to recover possession of the premises for nonpayment of rent.

How do Property Registrations become valid?

Valid Property Registration requires both: 1) payment of \$13 each year to the Department of Finance and 2) submission of a properly completed Property Registration Form to HPD.

How can an owner or managing agent obtain an Annual Property Registration form?

HPD will mail a property registration form to the managing agent's business address for all properties which do not submit registration online between June and August each year. (If an owner or agent submits registration information online, the form must be printed by the owner or agent submitting the information and mailed to HPD.) If an individual owner is the managing agent, the form will be mailed to the business address of the individual owner. Owners and agents may also obtain new forms or forms for update by:

- Using HPD's Property Registration Online System, accessible from HPD's website: <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page>.
- Emailing register@hpd.nyc.gov. Include the property address (including borough, house number and street name in the email).
- Calling the Registration Assistance Unit at **212-863-7000**.
- Visiting one of HPD's offices, including the Registration Assistance Unit at 100 Gold Street in Manhattan or one of HPD's borough office locations (see the addresses at <http://www1.nyc.gov/site/hpd/about/borough-service-centers.page>).

Does submitting registration information online through the Property Registration Online System complete the registration process?

No. Information can be submitted online but a signed and date form (by both the owner and the managing agent) must be submitted by mail to HPD at:

Department of Housing Preservation and Development
Church Street Station
PO Box 3888
New York, NY 10008-3888

Can someone who is not listed as an owner or as the managing agent sign, date and submit a valid Property Registration form?

No. An owner as identified in sections 3a, 3b or 5 of the form must sign and date in Section 12. Only the managing agent named in Section 6 of the form may sign and date in Section 11.

How can I pay the registration fee?

DO NOT mail a check for the \$13 registration fee to HPD. The \$13 registration fee is billed directly by the Department of Finance as part of your property tax collection Statement of Account, annually on July 1st bill. If you wish to apply your payment to only the Property Registration fee, you may pay online with a credit card at nyc.gov/payonline or visit a DOF Business Center.

If you wish to mail a payment, you must indicate clearly that the payment is for the Housing-Property Registration charge and include the borough, block and lot of the property on your check (this information is on your registration form). Also indicate your Account number, which is the property registration number for your property. Mail payment to:

Department of Finance
P.O. Box 680
Newark, NJ 07101-0680

Common mistakes to avoid when filing Proper Registration forms:

- Date the form next to both the agent and owner signatures.
- PO BOXES are not acceptable business addresses.
- Managing agent are required by NYC law to have a NYC business or residential address.
- The business address may be the same as the residential address if you conduct business related to the property from your home.



Visit HPD's website at nyc.gov/propertyregistration for more information about:

- how to remove your registration records if you have sold a property
- how to remove the requirement to register if you are an owner-occupied one or two family home
- required information for registration
- how to complete the property registration form