What types of properties are required to have Property Registration statements filed with HPD?

An annual Property Registration statement must be filed for:

- All residential properties with 3 or more units, including hotels, condominiums and cooperatives
- One-and two-family dwellings if neither the owner nor any family member occupies the dwelling.

Who has to register?

The owner of the building must register.

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 does filing a registration statement help owners?

Registration provides owners with an opportunity to be contacted by HPD and notified of any violations and emergencies at the property. Early notification will allow an owner to make necessary repairs and avoid the inconvenience and cost of having HPD perform emergency repairs. Registration may also prevent the issuance of violations and civil penalties for failure to register.

When am I required to register?

- Annually between May 21st and September 1st every year,
- At any point during the year that the registration information changes,
- As soon as you initially purchase a residential property that meets the criteria for registration.

What information must an owner provide to register a dwelling?

The registration statement must include owner name; owner business and residence address and phone number; if the owner of a multiple dwelling is a corporation the names and addresses of any person whose share of ownership of corporation exceeds 25 percent; if the owner of a multiple dwelling is a partnership, the name and business address of the partnership and the names and business addresses of each general partner and the names and business addresses of each limited partner whose share of ownership of the partnership exceeds 25 percent; managing agent name, address and phone number; and a telephone number within the greater metropolitan area where an owner or managing agent may be reasonably expected to be reached at all times.

Why is my e-mail address being requested?
Although they are not required, HPD is requesting e-mail addresses to assist the agency with contacting the managing agent and owner. eNotices of Complaint are being sent to owners upon receipt of a complaint. This service helps owners understand what conditions might need to be corrected before an inspection is conducted. HPD also plans to begin sending out eNotices when violations are issued; owners will continue to receive Notices of Violation in the mail, but the eNotice will assist owners to more expeditiously respond to violations and certify timely. eNotices will also be used to remind owners about Property Registration deadlines and information.

**Is a United States Post Office box an acceptable business address for purpose of the property registration?**

No. For the purpose of the property registration, a United States Postal Service mail delivery box, a mail delivery box maintained through a privately operated mail handling facility or the address at which any similar service is provided is not a valid business address.

**What are the penalties for failing to register?**

Failure to file a registration statement may result in the issuance of a notice of information order. Civil penalties, which can be imposed by the Court, range from $250 to $500.

**Where can an owner obtain a registration form?**

Registration forms may be obtained from HPD’s website (www.nyc.gov/hpd) through the Property Registration Online System (PROS). Registration forms are also available at each Borough Code Enforcement office, or our Registration Assistance Unit. (RAU) can be reached at (212) 863-7000 and is located at 100 Gold Street, Manhattan.

**Who is required to sign the registration statement?**

The registration statement must be signed by the owner, or, if the owner is a corporation, by any officer of the corporation. The managing agent must also sign the registration statement to indicate consent to such designation.

**Does an owner who changes his/her address have to change the Property Registration statement?**

Yes. An owner must change the registration statement within five days if there is a change in address of the owner, a change in the list of officers of the owner-corporation, a change in address of any of the listed officers, or a change in any of the managing agents information. There is no filing fee for updating information on a registration statement.

**Who should an owner contact for assistance with the registration process?**

Owners who have questions or require assistance with the registration process may contact the Registration Assistance Unit at (212) 863-7000.

**What is the responsibility of a managing agent?**

The managing agent is designated by the owner to be in control of and responsible for the maintenance and operation of the dwelling and to authorize,
on behalf of the owner, the correction of any emergency conditions or the
making of any emergency repairs.

Are there any qualifications for being designated a managing agent?
Yes. A managing agent must be a “natural person” over age 21 and must
reside in the city or customarily and regularly attend a business office
maintained within the city. An owner or corporate officer who meets the
qualifications may be designated to serve and can be registered as the
managing agent.

What should an owner do if a managing agent dies, is declared
incompetent by a court or moves out of New York City?
The owner should designate a new managing agent. The owner will have
eight days to file a statement with HPD designating the new managing agent.

I own a hotel. Am I required to register my property?
Yes, hotels are considered transient multifamily dwellings.

I own a condo unit. Am I required to register to my unit?
No, as an individual unit owner, you are not required to register. However,
your condo board is required to register on behalf of the condo building.

I own shares in coop. Am I required to register my unit?
No, as an individual shareholder, you are not required to register your unit.
However, your coop board is required to register on behalf of the cooperative.

I was a joint owner of property and the other owner died. What do
I need to do to register?
The registration form can remain in joint ownership with both names until
a new deed is issued under the surviving owner’s name.

The owner died and there is now an executor for the property. How
does the property need to be registered?
An executor is considered “OTHER” ownership, as indicated in Section 2
of the Property Registration form. Write “Executor” on the blank line and
continue to Section 5, “Other than Individual Ownership” and Section 5A1
“Responsible Person #1” and complete all information. Section 6, 8, 10, 11
and 12 are all required.

My property is not a residential building and does not require
registration, but I have been billed through the Department of
Finance (DOF) for property registration. What do I do?
If you believe you have received an improper property registration charge
from DOF, contact HPD at register@hpd.nyc.gov or (212) 863-7000. Provide
the borough, property address and the current occupancy of the property.
If HPD determines that registration is not required, HPD will advise DOF to
remove the charge.

I continue to receive registration notices from HPD even though I
am no longer the owner. What can I do?
Owners who have sold their property may request that HPD invalidate
their last valid Property Registration statement by property completing
and submitting (along with required documentation) an Application to Invalidate Registration. The application is available at www.nyc.gov/hpd.

My property does not appear on HPD’s website. How do I register?

Contact HPD at register@hpd.nyc.gov with the borough, address and block and lot of your property, as well as your contact information. HPD will research the property, add the information to its database and generate a Property Registration Form for you.

I do not see a fee on my statement of account related to property registration. Why not?

If the fee is not billed during the July Statement cycle, you will not be required to pay until the next cycle. This may happen if your property has a credit towards registration or the property is added as required to register to HPD records after the annual bill is sent.

Common mistakes to avoid when filing a Property Registration:

- **Payment sent with the form to HPD:** This will delay the processing of your form, as HPD must then send the payment over to the Department of Finance for application to the property charges.
- **Not all addresses are provided:** Residential and business addresses and telephone numbers must be provided for all the listed individuals in Section 5 and 6. The business address may be the same as the residential address (but must be fully written out in the boxes) if business related to the property is conducted at the residential address.
- **Signatures in 11 and 12 do not match the individuals listed in the Agent (Section 6) and Owner (Section 5) sections of the form.**
- **Dates are not entered next to each signature.**
- **Managing agent business address is not a NYC address.** The law requires the managing agent to have a NYC business address.

I already registered my rents. Why am I being asked to register again?

Rent Registration is required by the New York State Homes and Community Renewal. That process is different that New York City’s Annual Property Registration. Rent Regulated buildings must complete both process.

I need a certified copy of my Property Registration for court. How can I get the document?

There is an $8 fee for a certified copy; it can be paid by personal check, certified check or (if you are picking up in person) credit card.

If your property is already validly registered, you can:
- Submit a Certified Copy Request form (available at www.nyc.gov/hpd under our Owner tab or by calling the Registration Assistance Unit).
- Visit any of our Code Enforcement Borough Offices.
- Visit our Registration Assistance Unit.

If you property is not validly registered and you need to submit your registration and get the certified copy on the same day, you must visit our Registration Assistance Unit office at 100 Gold Street in Manhattan.
New York City
Department of Housing
Preservation and Development

Property Registration Online System
https://a806-pros.nyc.gov/PROS/mdRInternet.html

Registration Assistance Unit
100 Gold St. (6th Floor)
NY, NY 10038
(212) 863-7000

Office of Preservation Services/
Division of Code Enforcement

Bronx:
1932 Arthur Avenue (3rd Floor)
Bronx, New York 10457
(718) 579-6790

Brooklyn:
701 Euclid Avenue
Brooklyn, New York 11208
(718) 827-1942
210 Joralemon Street (Room # 806)
Brooklyn, New York 11201
(718) 802-3662

Manhattan:
94 Old Broadway (7th Floor)
New York, New York 10027
(212) 234-2541

Queens:
120-55 Queens Boulevard (1st Fl.)
Kew Gardens, New York 11424
(718) 286-0800, (718) 286-0808,
(718) 286-0809

Staten Island:
Borough Hall (2nd Floor)
St. George, New York 10301
(718) 816-2340

New York City
Department of Financing Business Centers

Hours: 8:30am - 4:30am
Monday - Friday (Closed Public Holidays)

Manhattan Business Center
66 John Street, 2nd Floor
New York, NY 10038

Bronx Business Center (at 156th St.)
3030 Third Ave, 2nd Floor
Bronx, NY 10455

Brooklyn Business Center
Brooklyn Municipal Building
210 Joralemon Street
Brooklyn, NY 11201

Queens Business Center
144-06 94th Avenue
Jamaica, NY 11435

Staten island Business Center
350 St. Marks Place
Staten Island, NY 10301

This pamphlet contains frequently asked questions for owners concerning property registration and is provided for your convenience only. For complete information, consult the law and applicable rules.

July 2015
FAQ – Property Registration (English)