



Department of  
Housing Preservation  
& Development

# BEFORE & AFTER A STORM



PREPARATION  
CHECKLIST

## WHAT YOU NEED TO KNOW

# 1

### Communicate With Your Tenants



If your building has sustained damage and you are working on making repairs, let your tenants know, especially if there are delays.



Keep tenants informed of repair progress and let them know of any interim solutions.



If heat is affected, take any steps a plumber recommends to keep pipes from freezing.



Check in on your tenants before and after the event, especially if they are elderly or have known special needs.



Keep a record of tenants who need special assistance if electrical or water services are affected. NYC might have resources.

Landlords have a legal obligation to maintain habitable conditions in residential buildings.

Habitable conditions include providing essential services like electricity, hot water and heat (during the coldest months), and ensuring physical conditions do not threaten the health or safety of tenants.

Landlords are responsible for arranging for repair and applying for federal reimbursement following a natural disaster. For federal assistance through FEMA, go to [DisasterAssistance.gov](http://DisasterAssistance.gov) or call 1-800-621-3362.

# 2

### Know Your Options



HPD Property Registration requires property contact information mandated by law. Call HPD at 212-863-7000 or go to the [HPD website](#) under Owner, Compliance, and Register Your Property.

The City will issue Notices of Violation to building owners and landlords that fail to meet the City's Housing Maintenance Code. Be sure to check the [HPD website](#) or your NOV for more information.

# 3

### Register with HPD & Resolve Violations ASAP

For additional resources, go to:

[Preparedness for Homeowners & Building Owners \(NYC Office of Emergency Management\)](#)

[HPD's Guidelines on Disaster Response](#)