

Senior Citizen Rent Increase Exemption RENT STABILIZED RENEWAL INSTRUCTIONS

Please complete but do not submit with your application

Are you eligible for SCRIE Renewal?

Please answer the following questions:

Do you still live at the same address?

Yes No

Is your total 2015 annual household income (received by you and all household members) \$50,000 or less, after allowable deductions?

Yes No

Do you pay more than 1/3 of your monthly income in rent?
(*applies only if your SCRIE benefit began after July 1, 2015*)

Yes No

If you answered YES to all these questions, please continue with the renewal application.

Your renewal application must be filed within six months of receiving notice of renewal.

If you require additional time or need help, see the Frequently Asked Questions (FAQs) for other options.

If you require a disability or medically related accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, we invite you to contact the Disability Services Facilitator through 311.

Your application cannot be processed without the following:

- ✓ Household income (Section 3) must be completely filled out.
- ✓ Renewal application must be signed (Section 5).
- ✓ Renewal lease that has been signed by you and your landlord. In lieu of the Lease, you may submit a Certification without a Lease form and other proof of residency such as a current utility bill if your landlord has failed to provide a lease (for this renewal period). This Certification without a Lease form is available on our website at nyc.gov/rentfreeze or you may call 311 to request a copy to be mailed to you. *NOTE: This Certification without a Lease form is in addition to your completed Renewal Application form and can only be used for one renewal cycle. You must make every effort to request and submit the lease.*
- ✓ Proof of 2015 income for ALL household members, including yourself.

Additional documents required, only if applicable.

- ✓ If you pay a lower rent (sometimes called preferential rent), include a copy of your preferential lease rider that is attached to your lease.
- ✓ If you received a rent increase due to a Major Capital Improvement (MCI), provide the Division of Homes and Community Renewal (DHCR) Approval Order.
- ✓ If your rent was increased due to an appliance or individual apartment improvement, include a copy of the agreement between you and your landlord.