



**SENIOR CITIZEN RENT INCREASE EXEMPTION (SCRIE)
APPLICATION FOR APPEAL**

SCRIE Docket #:

Please use this form to appeal a SCRIE decision. This form may be used by tenants or by owners/agents.

Please complete all sections on pages 1 and 2 and mail your completed form with all required documents to:
NYCDOF – SCRIE Appeals Unit, 59 Maiden Lane, 22nd Floor, New York, NY 10038

SECTION 1 - APPEAL INFORMATION

1. Who is submitting this appeal?

- I am the SCRIE tenant
- I am the Building Owner/Managing Agent

2. The tenant's SCRIE docket # is: _____.

3. The SCRIE letter I am appealing is dated: ____/____/____.

SECTION 2 - SCRIE TENANT INFORMATION

1. Tenant's Name: _____
FIRST NAME LAST NAME

2. Address: _____ Apt: _____
NUMBER AND STREET

3. City: _____ Zip Code: _____

4. Telephone Number: (____) _____ 5. Email Address (optional): _____

SECTION 3 - OWNER/AGENT INFORMATION

This section is required ONLY if the appeal is being submitted by an owner/agent. If the appeal is being submitted by a tenant, you do not need to fill this out.

1. Agent/Owner's Name: _____
FIRST NAME LAST NAME

2. Address: _____ Apt/Ste: _____
NUMBER AND STREET

3. City: _____ Zip Code: _____

4. Telephone Number: (____) _____ 5. Email Address (optional): _____

**SECTION 4 - GROUNDS FOR APPEAL
FOR TENANTS**

Please choose one:

- I was denied SCRIE because my total household income was too high. I do not agree and I am attaching proof that my total combined household income for the prior calendar year was \$50,000 or less.
- I was denied SCRIE because my current rent is less than one-third (1/3) of my total monthly household income. I do not agree and I am attaching proof to support my claim.
- I was denied SCRIE for failure to submit required documents to prove program eligibility. I have attached proof to support my claim.
- OTHER. Please explain on a separate type written or clearly hand written sheet. Please remember to submit proof to support your claim.

SECTION 4 - GROUNDS FOR APPEAL - Continued FOR OWNERS/AGENTS

Please choose one:

- I am the Owner/Landlord and I do not believe the Tax Abatement Credit (TAC) amount is correct.
STOP! If you are attempting to correct a TAC amount, you should not submit an appeal form. Please submit a TAC Adjustment form instead (available at www.nyc.gov/finance). Please remember to submit proof to support your claim.
- I am the Owner/Landlord and my tenant moved or passed away.
STOP! If you are attempting to inform the Dept of Finance that a tenant moved or passed away and therefore is not eligible for SCRIE, please submit a Notice of Tenant Ineligibility form instead (available at www.nyc.gov/finance). Please remember to submit proof to support your claim.
- I do not believe my tenant should be receiving SCRIE because s/he does not meet the program requirements. Please explain on a separate type written or clearly hand written sheet. Please remember to submit proof to support your claim.
- OTHER. Please explain on a separate type written or clearly hand written sheet. Please remember to submit proof to support your claim.

SECTION 5 - CERTIFICATION

I hereby affirm under the penalties provided by law that the statements within this application are true, correct, and complete to the best of my knowledge.

Signature of Applicant

Date

FREQUENTLY ASKED QUESTIONS

Who can file an appeal?

- A first time applicant to the SCRIE program who was denied SCRIE and disagrees with the decision.
- Tenants who were receiving but were revoked from the program and disagree with the decision.
- Owners/Agents of buildings with SCRIE tenants who do not agree with a SCRIE tenant's eligibility.

Is there a deadline for having an order appealed?

The appeal application must be postmarked within 60 days of the date on the notice received that you wish to dispute.

What happens to the order while it is under appeal?

The order remains in effect while Finance reviews your appeal application and supporting documentation.

For landlords who are contesting a SCRIE order - The Administrative Code of the City of New York provides that:

- Any landlord who collect(s) or seeks to collect or enforce rent from a tenant in violation of the terms of a rent exemption order shall for the purposes of all remedies, sanctions and penalties provided in this title be deemed to have collected or attempted to collect or enforce a rent in excess of the legal regulated rent.

Can a Court review the SCRIE Order?

A court cannot review a SCRIE order until you go through the SCRIE appeal process. If you disagree with the results of the SCRIE appeal process, you may then appeal to the New York State Supreme Court. In most cases, the deadline to appeal to the Supreme Court is four months.

You cannot submit another appeal for one that has already been denied.

GENERAL INFORMATION AND ASSISTANCE

If you need help or have questions please contact 311 or visit 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.