NYC Finance

DRIE

NYC DEPARTMENT OF FINANCE • PROGRAM OPERATIONS DIVISION

CERTIFICATION BY DRIE RENEWAL APPLICANT WITHOUT A RENEWAL LEASE

Mail to: NYC Department of Finance, DRIE Exemption, 59 Maiden Lane, 22nd Floor, New York, NY 10038

Instructions: This form should be submitted by DRIE Rent Stabilized renewal applicant who is unable to obtain a renewal lease from his/her landlord.

Renewal Leases are required to award an increase in your DRIE benefits. Please make every effort to obtain and submit a renewal lease. If you are unsuccessful, please submit this form with proof of tenancy/address. If you meet the eligibility requirements, this form will allow you to retain your benefits at the current amount.

SECTION I - APPLICANT INFORMATION

A. Name: _____
PRINT FIRST NAME PRINT LAST NAME

Address: _____ Apartment No.: _____
NUMBER AND STREET

City: _____ State: _____ Zip Code: _____

DRIE Case # _____ Telephone Number: (____) _____

SECTION II - REASON FOR FILING FORM

Indicate reason you cannot provide lease with renewal application (check one of the 3 boxes below):

❑ My lease is about to expire/has expired on _____/_____/_____ and my landlord has not provided me with a renewal lease.
date

❑ My landlord and I have a verbal agreement, and s/he does not provide me a renewal lease.

❑ Other. Please explain: _____

_____

SECTION III - PROOF OF TENANCY/ADDRESS

In lieu of a lease, the Department of Finance requires that you submit proof that you currently reside in the apartment. Please submit one of the following:

- Rent Due statement from this month or previous month.
- Utility bill in your name from this month or previous month.

SECTION IV - CERTIFICATION

I hereby affirm under the penalties imposed by law that the information provided herein is true, correct and complete.

I understand that by submitting this document, if all other requirements are met, my DRIE benefits will be renewed without an increase.

I acknowledge that I cannot be issued an increase to my DRIE benefits unless I provide a renewal lease indicating my new and increased rent.

_____	_____	_____/_____/_____
Signature of Tenant	Print Name as Signed at Left	Date

If you have any questions, please call 311.