



SCRIE Senior Citizen Rent Increase Exemption TENANT APPEAL APPLICATION

Who can apply: You may use this form if you are a tenant and would like to appeal a decision on your Rent Freeze Program application.

Mail your application to: New York City Department of Finance, Compliance Unit, 59 Maiden Lane, 22nd Floor, New York, NY 10038. (Be sure to include documentation to support your appeal.)

Deadline: 120 days after the date listed on your SCRIE decision notice. However, the tenant may request that the Department of Finance extend this deadline for an additional period of six months upon a showing of good cause or by a showing of need for more time.

SECTION 1: TENANT INFORMATION

NAME		
DOCKET NUMBER	DATE OF DECISION NOTICE (MM/DD/YYYY)	
STREET ADDRESS		APT.
CITY	STATE	ZIP
TELEPHONE NUMBER	CELL PHONE NUMBER	
EMAIL ADDRESS		

SECTION 2: REASON FOR APPEAL

- My benefit was denied because my total household income is too high. I do not agree, and I am attaching proof that my total household income for the prior calendar year was \$50,000 or less.
- My benefit was denied because my current rent is less than one-third of my total monthly household income. I do not agree, and I am attaching proof to support my claim.
- My benefit was denied for other reasons. (Please type or clearly write an explanation of the denial on a separate sheet of paper. Please remember to submit proof to support your claim.)
- My benefit was denied because I did not live in an eligible apartment. I do not agree and I am attaching proof that I live in an eligible apartment.
- My benefit was denied because I did not renew it in a timely manner; however, my circumstances meet the criteria for a "good cause" extension of time. (Good cause may exist if you were hospitalized for a temporary medical condition, or your apartment was damaged by fire, flood, a natural catastrophe, or other exceptional circumstances occurred. Please submit a statement of the specific circumstances along with any documentation of your claim.)

Do not file this appeal application if your benefit ended less than six months ago and was denied because you did not submit all of your required supporting documents. You may submit all of the missing documents to the address listed on your decision notice. Include a copy of the notice with your documents. Please note that if you do not submit all required documentation, your benefit will not be approved.

SECTION 3: TENANT REPRESENTATIVE

If you would like to designate a tenant representative to receive copies of your notices, please provide that person's information below. If you previously designated a tenant representative and would like to update that information, please do so below.

NAME	RELATION TO THE APPLICANT	
ORGANIZATION	TELEPHONE NUMBER	
STREET ADDRESS		APT./SUITE
CITY	STATE	ZIP
EMAIL ADDRESS		

SECTION 4: CERTIFICATION

I hereby affirm under 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

If a power of attorney or court-appointed guardian has signed this application on behalf of the applicant, submit documentation for the power of attorney or guardianship.

FREQUENTLY ASKED QUESTIONS

Who can file an appeal?

- A first-time applicant to the SCRIE program who was denied SCRIE but disagrees with the decision.
- Tenants who were receiving SCRIE but disagree with the revocation of their benefits.

If your appeal of a decision has been denied, you cannot file a second appeal.

What happens to the order while it is under appeal?

The Department of Finance's decision remains in effect while it reviews your appeal application and supporting documentation.

For landlords who are contesting a SCRIE decision: Landlords may submit a "Tax Abatement Credit (TAC) Adjustment" application if they believe a SCRIE decision is incorrect. A landlord may submit a "Landlord/Managing Agent Notification of Tenant's Ineligibility for SCRIE" form. Additional information can be found on the Landlord Express Portal (LEAP), www.nyc.gov/nycleap.

Can a court review a SCRIE decision?

A court cannot review a SCRIE decision until you have completed 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 after the final SCRIE decision.

If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at www.nyc.gov/dofeeo or by calling 311.