

August 14, 2020

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

“Get Ahead of Lead” Webinars

HPD has launched the “Get Ahead of Lead” campaign, a new outreach and education initiative to address lead-based paint hazards. This campaign includes a webinar series of live and pre-recorded video presentations about how you as a property owner or agent can comply with lead-based paint laws and rules. The webinars will also help you stay informed about new and updated lead rules and requirements.

Please browse the “EDUCATION” tab on the [HPD lead-based paint webpage](#) for past webinar recordings, which include:

- Learning about Lead-Based Paint: 12 Key Takeaways for Every Landlord
- Recordkeeping: A Guide to Proper Documentation of Lead-Based Paint Compliance
- Owner's Responsibilities at Apartment Turnover
- Safe Work Practices in Buildings with Lead-Based Paint
- An Owner's Guide to the Lead-based Paint Exemption Requirements and Application Process

HPD is hosting its next webinar on Thursday, August 20th at 11am EST. **This webinar will provide an overview of the lead violations and how to clear them.** Please [register](#) online for the webinar.

Service Update (DOB): Safe Construction Bill of Rights

Effective March 8, 2020, [Local Law 106 of 2019](#), which amended the Building Code and the Housing Maintenance Code provisions regarding Tenant Protection Plans and the Safe Construction Bill of Rights, requires owners of multiple dwellings to post AND distribute a Safe Construction Bill of Rights for the following types of construction: 1) an application for a permit for work not constituting minor alterations or ordinary repairs; 2) an emergency work permit; and 3) new buildings, immediately upon application for a Temporary Certificate of Occupancy.

The [Safe Construction Bill of Rights](#) notice must include:

- A description of the type of work being conducted and the locations in the multiple dwelling where the work will take place;
- The hours of construction;
- A projected timeline for the completion of the work;
- A description of the amenities or essential services anticipated to be unavailable or interrupted during the work and how the owner will minimize such unavailability or interruption;
- Contact information, including a telephone number, for an agent or employee of the Owner who can be reached for non-emergency matters pertaining to the work being performed;
- Contact information, including a telephone number, for an agent or employee of the Owner who can be reached for emergency matters pertaining to the work being performed 24 hours a day, 7 days a week during the period of construction; and
- Contact information for the relevant City and State agencies where occupants may submit complaints or ask questions about the work being performed.

Owners are required to distribute the Safety Construction Bill of Rights notice to each occupied dwelling unit AND post it in the building lobby, as well as on every floor within 10 feet of every elevator bank, or in a building with no elevator, within 10 feet of every main stairwell. The notice must be published in

English, Spanish and any other languages that may provide by rule. The notice **must** remain posted until the completion of the described permitted work.

An Owner who fails to comply with these requirements can result in a class C violation.

Service Update (DOB): Tenant Protection Plan Notice to Occupants

Effective March 8, 2020, [Local Law 106 of 2019](#), which amended the Building Code and the Housing Maintenance Code provisions regarding Tenant Protection Plans and the Safe Construction Bill of Rights, requires owners to post AND distribute a notice regarding the tenant protection plan (TPP) when the Department of Buildings (DOB) issues a work permit. Owners must post AND distribute the notice form created and approved by DOB. The form is available on the [DOB website](#). The notice must be distributed to each occupied dwelling unit AND posted in the lobby and: 1) on each floor within ten feet of the elevator; or 2) if the building does not have an elevator, within ten feet of or in the main stairwell on each floor.

Failure to post the DOB-approved notice containing the required contact information may result in a class C violation. Please be reminded, owners must notify DOB in writing at least 72 hours before starting work that requires a TPP. You must use the [online notification form](#) on the DOB website.

COVID-19 Resources for Property Owners

We've updated [HPD's COVID-19 webpage](#) with information for property owners beyond building sanitation practices. We've seen and heard many concerns from owners, not only about how to maintain their properties but also how to work with any number of tenants who may be experiencing COVID-19 impacts. The overall goal is to provide residential property owners - especially those with vulnerable properties - with the information they need to keep New Yorkers housed during this pandemic and the resulting economic fallout.

Updates include:

- Guidance on landlord responsibilities during the pandemic
- Rent collection during the Eviction Moratorium
- Resources for financial assistance for property owners
- Mortgage forbearance and foreclosure information
- Estate planning
- Tips for staying safe at home

The New York City Department of Health and Mental Hygiene has updated the [COVID-19 FAQ for Residential Buildings](#). Please review and implement to keep your staff and your tenants safe during the continued COVID-19 crisis. For detailed information on Reopening NYC, see [Reopening New York City: Frequently Asked Questions](#), or [visit nyc.gov/health/coronavirus](#) and search for "Reopening NYC."

Building Owner updates

Extreme Heat

As the summer months progress, HPD would like to ensure you, your building(s), and your tenants are safe during periods of extreme heat. Please consider the below when extreme heat is forecast:

- Sign up for Notify NYC at www.nyc.gov/notifynyc for event updates.
- Review the [Emergency Planning and Evacuations for Residential Building Owners/Managers guide](#), which covers communicating emergency information to tenants with specifics for tenants with disabilities or access and functional needs.
- Check on your tenants, particularly those who are at most risk for heat stress. Those at risk are:
 - 65 years or older
 - Have chronic medical conditions or mental health conditions
 - Take certain medications or use drugs/drink heavily
 - Are socially isolated, have limited mobility, or are unable to leave the home
- Monitor extreme heat in apartments
 - Communicate with your tenants and update them on progress of cooling system repairs.
- Let your tenants know how to find nearby Cooling Centers. Remind them that Cooling Centers likely require them to wear masks and socially distance themselves from others.
 - To find out where the nearest Cooling Center is, tenants can call 311 or visit NYC's Cooling Center website at www.nyc.gov/beattheheat
- Let your tenants and building staff know to call 911 for immediate heat-related medical emergencies (e.g. signs of heat stress). For more information on heat stress, visit: <https://www1.nyc.gov/site/doh/health/emergency-preparedness/emergencies-extreme-weather-heat.page>

Extreme heat events may cause power outages. To prepare, consider these tips:

- Communicate your property's elevator policy to tenants, particularly those reliant on elevators.
- Establish alternative means of communication with your building staff and managers in the event regular telephone communications are inoperable.
- Residential building owners are required by law to post a temporary notice in the building common area prior to a weather emergency and after being informed of a utility outage to last more than 24 hours. View this [sample](#) notification.

For more information on building owner disaster response responsibilities, please visit this HPD webpage: <https://www1.nyc.gov/site/hpd/services-and-information/emergency-preparedness.page>.

For more information on extreme heat emergencies, visit:

<https://www1.nyc.gov/site/em/ready/extreme-heat.page>

Coastal Storms

Coastal Storm season for New York City ramps up August 1st and HPD would like to ensure that building owners are prepared for such an event. This year's coastal storm forecast from the National Oceanic and Atmospheric Administration (NOAA) for the Atlantic is for an above-normal coastal storm season.

To stay informed on coastal storms and other emergencies, sign up for the City emergency alerts at www.NYC.gov/NotifyNYC AND register annually with HPD in order to be contacted during emergencies at the property. Provide an accurate 24-hour confidential phone number when registering. Register annually with HPD by visiting: <https://www1.nyc.gov/site/hpd/services-and-information/register-your-property.page>

NYC is broken up into 6 coastal storm evacuation zones. The mayor can issue evacuation orders for all zones prior to a coastal storm making landfall in NYC. **To find out if your property is in an evacuation zone or to obtain flood zone signage**, visit: <http://www1.nyc.gov/assets/em/html/know-your-zone/knowyourzone.html>

Tips for preparing yourself and your tenants for a coastal storm:

- Distribute the NYC Apartment Building Emergency Preparedness Guide to all residents at lease signing and once every 3 years. For more information on the guide, please visit: <https://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>
- Communicate your property's elevator policy to tenants, particularly those reliant on elevators. Try to keep elevators in use if possible and not take them out of service until just prior to landfall of a storm or an evacuation.
- Communicate clearly to tenants prior to, during, and after a coastal storm as much as possible. As building owners, evaluate your capability to communicate critical information to all tenants through use of building systems (e.g. intercoms, fire alarm systems), email or text messaging.
- Consider establishing alternative means of communication in the event of a power outage or other disruption of regular telephone communications between building staff, building managers, and building owners.
- Develop an evacuation plan for the property, as well as a resiliency plan. Communicate these plans to building staff and tenants.
- Assess the property immediately after the storm.

- Respond quickly to City agencies that may be reaching out to you as the property owner post-storm.
- For more information, view these documents:
 - [Emergency Planning and Evacuations for Residential Building Owners/Managers guide](#)
 - Get Ready for An Emergency
 - Before and After a Storm: What You Need to Know
 - [Ready New York Hurricane Brochure](#)
 - [Individual Emergency Preparedness/Evacuation Planning Checklist](#)

As stated above, **property owners are required by law** to post a temporary notice with emergency information in the common area of the building prior to a weather emergency, after a natural disaster, and after being informed of a utility outage to last more than 24 hours. View this [sample](#) notification.

For more information on property owner disaster response responsibilities, please visit this HPD webpage: <https://www1.nyc.gov/site/hpd/services-and-information/emergency-preparedness.page>

2020 Census: Information for Property Owners about Door Knocking Phase

We are reaching out with important information about the 2020 Census. Particularly, we wanted to notify you that census enumerators (or “door knockers”) will begin to visit households in early August of this year. We are requesting your cooperation to ensure census enumerators can safely access your properties as they facilitate census completion.

The 2020 Census began in the spring of this year. Since then, households across the nation have been able to self-respond to the census. However, not all households complete the census on their own. In response to this, the U.S. Census Bureau conducts the Nonresponse Follow Up (NRFU) phase, where enumerators knock on doors and collect census information from households. This year, in New York City, NRFU begins on a limited capacity as early as August 3, 2020, and the full operation begins on August 11, 2020. This operation will continue through the next several weeks.

For your awareness, below are some key facts about the NRFU phase:

- When possible and necessary, census enumerators will contact property managers before or as they are conducting interviews.
- Census enumerators will have an ID badge, with their photograph, a U.S. Department of Commerce watermark and expiration date.
- If you or your tenants have questions about their identity, you can call 212-882-7100 to speak with a Census Bureau representative and confirm their employment status.
- All enumerators complete a training on social distancing, and are required to always wear a face mask, never enter homes, and stay 6 feet away when conducting interviews.
- If a resident is not home when an enumerator visits them, they will leave a note on the door with information on how to respond to the census.
- After a housing unit has completed the census, there may be additional visits to ensure the quality of data collected.



THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
DIVISION OF CODE ENFORCEMENT
94 Old Broadway, 7th Floor New York, NY 10027

The more New Yorkers who fill out the census, the more money we get for education, housing and even healthcare as part of COVID-19 recovery. For these reasons, it is critical that you support our collective efforts to achieve a complete and accurate count of New Yorkers. We request that you facilitate safe and efficient access to census enumerators as they begin their critical work across our city.

Additionally, if you are interested in hosting a census completion event at your property, please contact Mauricio Pazmino at mpazmino@census.nyc.gov. Our colleagues at the NYC Mayor's Census Office can work with you to stage a census completion event, where your residents can safely complete the census during a scheduled time at your property.

As a reminder, the census can be completed at my2020census.gov. There are no questions about immigration or citizenship, and your responses are confidential and cannot be shared with anyone.