

BEDBUG ANNUAL REPORTS **FREQUENTLY ASKED QUESTIONS**

Housing Maintenance Code sections 27-2018.1 and 27-2018.2 require the owner of a multiple dwelling(s) to annually request information from building occupants about bedbug infestations, and, based on that information and the owner's activities during the year, file a Bedbug Annual Report with the New York City Department of Housing Preservation and Development (HPD). The filing requires information about bedbug infestations and eradication measures taken for the multiple dwelling. This [Bedbug Annual Report](#) must be filed electronically with HPD. After filing the report with HPD, the owner is also required to provide it to occupants upon lease commencement or renewal OR post the report in a prominent public location within the multiple dwelling. The owner must keep a record of how the report was provided to occupants.

The next reporting period is November 2019 through November 2020. Property owners will be required to file a Bedbug Annual Report between December 1st and December 31st.

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

What information are property owners required to file?

Property owners are required to file the following:

1. **Total dwelling unit count.** The total number of units in the multiple dwelling (whether or not the unit is occupied).
2. **Infested dwelling unit count.** The number of units, as reported by a tenant or otherwise known to the property owner, to have had a bedbug infestation for the reporting period and annually for each subsequent report.
3. **Eradicated dwelling unit count.** The number of units where eradication measures were employed for the reporting period.
4. **Re-infested dwelling unit count.** The number of units that reported having a bedbug infestation after eradication methods were employed for the reporting period and annually for each subsequent report.

Does the multiple dwelling being reported need to be registered? Yes. If the building is not registered with HPD, property owners can register by visiting the Property Registration Online System (PROS) at <https://a806-pros.nyc.gov/PROS/mdRInternet.html>.

Do commercial buildings have to file the Bedbug Annual Report? Sections 27-2018.1 and 27-2018.2 do not apply to commercial buildings. Hotels are residential and not commercial buildings and must submit an annual report.

Do property owners need to file a Bedbug Annual Report even if the building is bedbug free? Yes.

Are property owners required to file bedbug infestation history for each dwelling unit? Property owners are required to file an aggregate report of the bedbug infestation history of the multiple dwelling that includes infestation history for all units – not an infestation history for an individual dwelling unit.

What if a tenant doesn't want to provide bedbug infestation history? If in the past the property owner has exercised reasonable care to inspect, investigate for, and exterminate bedbugs in the unit, and the occupant has not made a complaint about the presence of bedbugs in the unit within the reporting period, the property owner does not need to include the unit in the number of dwelling units reported as infested during the reporting period. However, the unit must still be reported when prompted to enter the number of dwelling units in the multiple dwelling. The owner must employ best efforts to obtain information from all units.

Does the owner of multiple dwelling properties have to register a new account for each building? A property owner can create one account and enter bedbug infestation history for each multiple dwelling. Please note that the property owner is required to file infestation history for each multiple dwelling; not an aggregated infestation history of all the multiple dwellings owned.

Are there any additional requirements after the electronic filing? Yes. Upon completion of the filing, the property owner will receive a **Bedbug Annual Report Filing Receipt**. The property owner must provide the tenant with a copy of the filing receipt upon each lease renewal, or at the start of a new vacancy lease OR the property owner can post the electronic form in a prominent location in the multiple dwelling.

Please note that the property owner is also required to either distribute or post a copy of the Department of Health and Mental Hygiene's [Bedbug Information Notice](#). This notice provides information about the prevention, detection and removal of bedbug infestation. The form must be posted within 60 days of the filing of the Bedbug Annual Report.

Can owners create their own template of the Bedbug Annual Report Filing Receipt to distribute to tenants or to post in a prominent location? No. Property owners are required to distribute or post the electronic form established by HPD.

Do sections 27-2018.1 and 27-2018.2 apply to co-ops? Yes. Please also note that bedbug infestation history should be collected by the dwelling unit owner for any non-owner occupied co-op unit. The dwelling unit owner should then submit the information to the coop board for submission of one infestation history for the building to HPD.

Do sections 27-2018.1 and 27-2018.2 apply to condominiums? Yes. Please also note that bedbug infestation history should be collected by the dwelling unit owner for any non-owner occupied condo unit. The dwelling unit owner should then submit the information to the condo board for submission of one infestation history for the building to HPD.

Are property owners required to distribute the Bedbug Annual Report to tenants that renewed a lease or signed a vacancy lease during the filing period? Property owners are required to provide bedbug infestation history upon commencement of a new lease or renewal tenancy lease that begins after submission of the Bedbug Annual Report.

Will the filing deadline be extended? No. While the initial filing deadline will not be extended, property owners will still be able to file after the December 31st deadline.

Who can be contacted if there are issues with filing a Bedbug Annual Report or accessing the Bedbug Portal? Issues with the filing can be reported via email to HPD at enforcementdesk@hpd.nyc.gov.

What happens if I do not file Bedbug Annual Report? A violation will be issued to the property owner for failure to file.