

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.

2020 ANNUAL FILINGS:

- **Due December 31, 2020: Bedbug Filing:** Property owners of multiple dwelling(s) are required to file the [Annual Bed Bug Report](#) with HPD. The filing period starts December 1st and ends December 31st. More information about Bedbug filing is available in the October 2020 [bulletin](#) or go to [HPD's webpage](#).
- **Due October 31, 2020: Property Registration:** The annual registration deadline has passed but you can still start the registration process at HPD's [Property Registration Online System \(PROS\)](#). If you did not receive confirmation of your 2020-2021 Annual Property Registration, you can check [HPDONLINE](#) or your [PROS](#) account to verify whether you validly registered. For questions go to [HPD's webpage](#) or reach out to the Registration Assistance Unit via email (Register@hpd.nyc.gov) or telephone **(212-863-7000)**. *Please note that our offices are not currently open for walk-in registration assistance due to COVID-19.*

2021 ANNUAL NOTICES: These annual notices are required to be delivered during January 2021.

- **January 1 – January 15 Annual Lead/Window Guard Notice:** You must distribute either the combined [Annual Lead/Window Guard Notice](#) (if your building is built prior to 1960) in English and [Spanish](#) or the [Annual Window Guard Notice](#) (if your building with 3 or more units was built in/after 1960) in English and [Spanish](#) to all tenants. Tenants are required to return these notices to you promptly as instructed on the notices. We highly recommend you use our [SAMPLE Delivery of Annual Notice for Prevention of Lead-Based Paint Hazards – Inquiry Regarding Child - Summary Form](#) or a similar document to keep track of distributing the lead-based paint annual notice, in the event that your property's lead-based paint records are audited by HPD.
- **Stove Knob Covers Notice:** Although this notice is not required to be provided in January, HPD highly recommends that you deliver the [Annual Notice Regarding Installation of Stove Knob Covers](#) to tenants with the above required notices.
- **FDNY Bulletin:** The New York City Fire Department (FDNY) recently published the [2020-2021 Emergency Fire and Emergency Preparedness Annual Bulletin](#), which supplements the [NYC](#)

[Apartment Building Emergency Preparedness Guide](#). Apartment building owners must distribute the 2020-2021 Bulletin to all residents and building staff **by January 29, 2021**. The purpose of the new bulletin is to remind resident building tenants and staff of the importance of emergency planning for fire and other hazards.

The bulletin must be distributed following the Fire Department rule 3 RCNY §401-06(c)(5) and must be reproduced and distributed as a full-size, full-color document and can be either single-sided or double-sided. When distributing the bulletin, building owners should also distribute the Emergency Preparedness Guide, as well as the [Emergency Preparedness/Evacuation Planning Checklist](#). Building owners should also post the [Close The Door notices](#) at that time.

Please submit any questions regarding compliance to the FDNY using the Public Inquiry Form on the [Questions and Feedback page](#) of FDNY's website. For more information on the above, visit [FDNY's Fire Code Rules webpage](#).

2021 ANNUAL INSPECTIONS:

- **February 16 – March 1** If your tenants have not returned the [Annual Lead/Window Guard Notice](#) (if your building is built prior to 1960), you are required to conduct an inspection to determine if a child under six resides in the apartment (Reminder: "Resides" for lead-based paint means the child spends at least 10 hours a week in the apartment.) If you are not able to complete these inspections to determine if a child under 6 resides in the apartment, the owner must provide a notice reporting this to the Department of Health and Mental Hygiene.
- For all of the apartments where you have determined a child under six resides, you must conduct a visual inspection for lead-based paint hazards. HPD highly recommends that whoever conducts this investigation take the [online visual assessment training](#) offered by the federal Department of Housing and Urban Development to help the person know what to look for. We also recommend that results be maintained on the sample [Annual Visual Inspection for Lead-Based Paint Hazards - Summary Form](#) or a similar form to document the inspections, in the event that your property's lead-based paint records are audited by HPD.
- HPD recommends that, especially in apartments where you are already conducting the visual inspection for lead-based paint hazards, you also conduct at this time the annual inspection required for **indoor allergen hazards** such as mice, cockroaches, rats and mold. Records should also be kept of this inspection, and HPD has provided a [Sample Investigation Form](#) for this purpose or you can design your own to maintain the same information. If you are not conducting the lead-based paint hazards visual assessment, you may conduct this indoor allergen inspection within the calendar year.

ENFORCEMENT NEWS:

- **HPD Lead-Based Paint Enforcement:** Since December 2019, HPD has audited more than 400 buildings for the lead-based paint records that owners of properties built prior to 1960 are required to maintain under the NYC Childhood Lead Poisoning Prevention Act (also known as Local Law 1 of 2004 and its amendments). These audits may result in violations and may also result in civil penalties for multiple violations issued in connection with the audits, including

failure to maintain lead-based paint records, failure to conduct annual notice and investigation activities and failure to complete turnover requirements. For more details about how you can conduct the appropriate activities and maintain the appropriate records, view HPD webinars on these topics, sign up for new webinars when you receive notification from HPD or review the documentation and sample forms on our [website](#).

- **Department of Environmental Protection:** As is described on the HPD Notice of Violation, class B and class C mold violations issued by HPD to buildings with more than 10 units are required to be corrected by a licensed mold assessor and remediator. On December 18, 2020, a rule promulgated by the Department of Environmental Protection (DEP) went into effect that allows summonses to be issued if the owner fails to hire a licensed remediator. As previously required, these companies are required to file a notice of their work with DEP. More information about the specifics of this new penalty schedule can be found at <https://rules.cityofnewyork.us/rule/32126/>. Beginning in January 2021, HPD will make referrals to the DEP if work is found to be completed on these conditions in response to an HPD violation without the proper filings. If DEP also has no record of a filing by the appropriate contractors, DEP will issue violations to the property owner. These violations are returnable to the Office of Administrative Tribunals, and the penalties range from \$800 to \$2,400.
- **Department of Buildings:** Beginning in early 2021, outstanding HPD violations will also affect your ability to obtain permits from the Department of Buildings (DOB). Local Law 104 of 2019 requires DOB, with limited exceptions, to deny a building permit when:
 - a building of fewer than 35 dwelling units has three or more open, immediately hazardous or hazardous housing maintenance code violations or immediately hazardous or major construction code violations per unit, or;
 - a building of 35 dwelling units or more has two or more open, immediately hazardous or hazardous housing maintenance code violations or immediately hazardous or major construction code violations per unit.

Applicants for work permits at buildings that meet these criteria will not be permitted to submit a permit application in the Buildings Information System unless the work qualifies for one of the exceptions listed in [Local Law 104](#).

Prevent the Spread of COVID-19

COVID-19 continues to pose a serious threat to our City, and we need your help reminding New Yorkers to stay vigilant about following proper precautions. We've made great strides over the past several months, but the latest uptick in infection rates show that we can't let up now.

Please review the infographics below and share with tenants and superintendents. They provide helpful tips on how to stay safe and prevent the spread in different parts of a residential building: lobby, laundry room, garden, living room, kitchen, and bathroom. We encourage you to post the poster or pamphlet in your buildings where residents will be able to view it.

[\[Download the Poster\]](#) [\[Download the Pamphlet\]](#)

Now more than ever, we need to work together to stop the spread of the COVID-19. For more information, please visit nyc.gov/prevent-the-spread. To request a print copy of the poster, please email hpdcmm@hpd.nyc.gov