

Bulletin to Property Owners – February 2021

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.

Upcoming Webinars

Pests and Mold: An Owners' Guide to Indoor Allergen Laws

Tuesday, March 2, 2021 from 6:00pm – 8:00pm

Under the Asthma-Free Housing Act (Local Law 55 of 2018), residential building owners in New York City are required to take steps to keep their buildings free of mice, rats, roaches and mold, collectively defined as Indoor Allergens. In this class, we will discuss the owner's responsibilities to identify and eliminate indoor allergen hazards and other pests, as well as review the annual inspection requirements, when to use a licensed contractor, and how to clear HPD violations.

Topics include:

- Eliminating and preventing infestations of mice, rats, cockroaches, and other pests;
- Identifying current and future sources of mold;
- Proper work methods for eliminating mold conditions and pest infestations;
- Reviewing the city and state laws that underlie the Asthma-Free Housing Act;
- Annual notification and inspection requirements and the annual Bedbug Filing (Local Law 69 of 2017); and
- Steps to correct and remove HPD violations for Indoor Allergen Hazards

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJUrf--ppjojH92ZTpwLOGP5xaaDmrKoj16G>

After registering, you will receive a confirmation email containing information about joining the meeting

Introduction to Residential Property Management

Tuesday, March 16, 2021 from 6:00pm – 8:00pm

Learn the basics of managing residential property in New York City, including the roles of key City

agencies and what they require. This class will also provide information on basic record keeping, how to advertise vacant apartments, and housing discrimination laws. At the end of the class, there will be an opportunity to register your rental property with HPD.

Topics covered:

- HPD property registration
- Pros and cons of owning NYC rental property
- The roles and responsibilities of key City agencies, including:
 - Department of Housing Preservation and Development (HPD): Housing quality enforcement
 - Department of Finance (DOF): Property taxes and liens
 - Department of Buildings (DOB): Boilers, elevators, facades
 - Department of Health (DOHMH): Lead, mold, pests
 - Department of Environmental Protection (DEP): Water and sewer, insurance
- Accounting
- Advertising vacant apartments
- Fair Housing and discrimination laws

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJEpfu-vrz4pGdUZI9fDpP91HfTHRmMIBCg3>

After registering, you will receive a confirmation email containing information about joining the meeting.

Window Guards Annual Notice

Between January 1 and January 15, you were required to send all of your tenants a [Window Guard Annual Notice](#) requesting that the tenant notify you if there is a child 10 years of age or younger living in the apartment. If there is a child 10 years of age or younger, or if the tenant otherwise requests a window guard, you are required to provide and properly install approved window guards on all windows, including first floor bathrooms and windows leading onto a balcony or terrace in an apartment and in each common area window, if any, in such buildings. The exceptions to this law are windows that open onto a fire escape and windows on the first floor that are a required secondary exit in a building in which there are fire escapes on the second floor and up. Note that if your building is built prior to 1960, you may send your tenants the [Annual Notice](#) which inquires both about a child under 6 residing in the unit related to lead-based paint notice requirements and a child 10 or younger residing in a unit related to window guards.

If you have not received a response to the form from your tenant by February 15, you must inspect the apartment to determine if a child 10 or younger lives there. If a child does live there, you must check that approved window guards are properly installed and maintained. You must make reasonable efforts to find a suitable time for the inspection, and then if needed, the installation or repairs. If the tenant refuses you access and you cannot get into the apartment to inspect and make any necessary window guard installations or repairs by March 1, you must describe the situation in a letter and send it to:

Department of Health and Mental Hygiene — Window Falls Prevention Program 125
Worth Street, Ninth Floor, CN59A
New York, NY 10013

The letter should include a roster of tenants in your building(s) who did not comply. It must also include:

- Your name and contact information.
- Dates and times, you notified the tenant that you needed to inspect the apartment.
- Dates and times when you attempted to visit the apartment (including any weekends and evenings).
- Apartment number(s) and names of tenants who did not comply and their contact information.

For more information for landlords on window guards, go to the [Department of Health and Mental Hygiene website](#).

Stove Knob Covers Annual Notice

Property owner of multiple dwellings are required to provide tenants with an [Annual Notice](#) (available in multiple languages on HPD's website page on [Stove Knob Covers](#)) which must inform tenants that:

- Stove knob covers will be made available within thirty days of distributing the annual notice;
- The owner must provide stove knob covers to any household that requests them, regardless of whether a child under six lives in the unit; and
- Tenants can forego stove knob covers through written refusal to the landlord. If a tenant does not submit written refusal to the owner, the owner is still obligated to provide stove knob covers to any household where the owner knows or reasonably should know that a child under age six resides

It is the owner's obligation to keep documented proof of any notification of refusal for stove knob covers, notification from dwelling units that requested stove knob covers, and documented proof that the owner attempted to provide stove knob covers to a household where the owner knows or reasonably should know that a child under age six resides. Owners are not required to submit notices to HPD.

Indoor Allergen Hazards

Owners of multiple dwellings are required by [Local Law 55 of 2018](#) to:

- Annually inspect units for indoor allergen hazards such as mice, cockroaches, rats and mold, and respond to any complaints received directly from tenants or HPD. Make sure vacant apartments are thoroughly cleaned and free of pests and mold before a new tenant moves in.
 - [Sample Investigative Report](#)
- Provide the [What Tenants and Landlords Should Know About Indoor Allergens and Local Law 55 fact sheet](#) and a Notice with each tenant's lease that clearly states the property owner's responsibilities to keep the building free of indoor allergens.
- Remediate pest infestation. Use **Integrated Pest Management (IPM)** to address pest infestations. The safe work practices in Section 27-2017.9 of Local Law 55 and 28 Rules of the City of New York section 54-04 must be followed when assessing and correcting any underlying defects (such as moisture) that may have caused the infestation. [IPM Requirements](#).
- Remediate mold conditions. For more information on mold remediation and the specific requirements for your building (work practices and required contractors), see our [Allergen Hazards](#) webpage.

Alternative Enforcement Program (AEP)

HPD has selected 250 severely distressed multiple dwellings for participation in the [Alternative Enforcement Program](#) (AEP). Selection criteria include the number of class "B" hazardous and class "C" immediately hazardous housing maintenance code violations and the amount of emergency repair charges incurred as a result of the work performed by HPD. Failure to correct the qualifying conditions may result in emergency repair charges, liens, and significant fees. Being selected for this program subjects the building to frequent inspections, the issuance of Orders to Correct which require system replacements and significant fees. Keeping your violation record accurate and correcting Class C violations will keep your building from being selected for this program. If your building has been selected for this program, please contact the AEP at **(212-863-8262)**.