

HPD's eRent Roll System

User Guide for Local Law 44 Projects

Version 2.0 – December 2019

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Introduction

Per [Local Law 44](#) of 2012 (LL44), HPD must make information about housing development projects that receive City financial assistance available on its website and [NYC Open Data](#). This information includes project and building information, city financial assistance, organization structures, unit rent and affordability, and if wage information was submitted to the agency. Information is updated until project completion or permanent closing, depending on the type of submission.

Local Law 44 requires developers to submit rent roll information (if applicable) upon a project's closing and approval in HPD systems. A final rent roll is due upon lease-up.

In this training we will discuss submitting the rent roll information required by Local Law 44. This information is submitted via HPD's eRent Roll system.

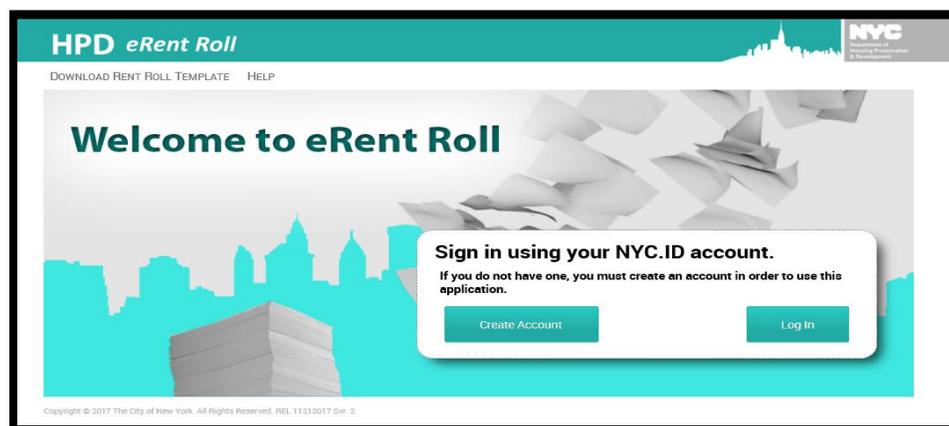
- Link to HPD's eRentRoll System: <https://a806-err.nyc.gov/eRentRoll/RentRoll.html#/login>

You will receive an email notification when HPD is ready to accept a rent roll submission, which will generally happen at project closing time.

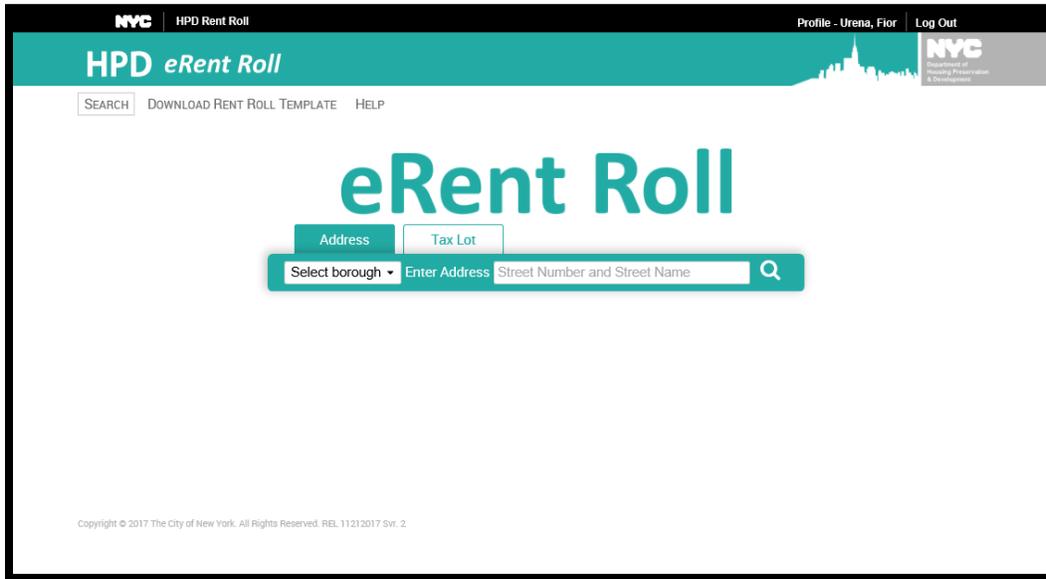
To access the eRent Roll system, click the [eRent Roll link](#) in the email notification you received prompting submission of LL44 information. Alternatively, click the [eRent Roll link](#) in the LL44 Reporting System.

Logging in to the eRent Roll System

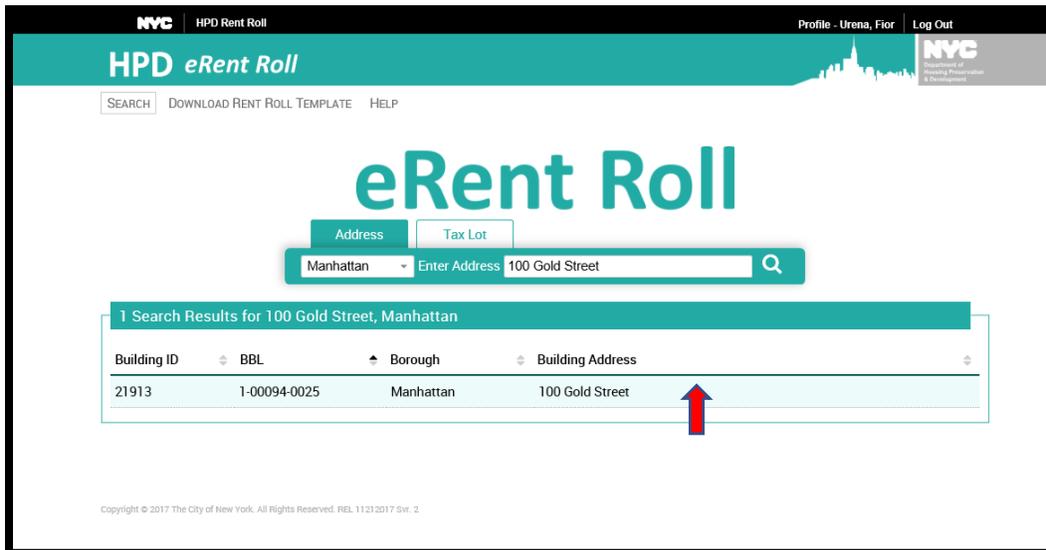
On the login screen, enter your NYC.ID and password, then click **Log In**. If you don't have a NYC.ID set up, click **Create Account** and follow the onscreen instructions.



Once logged in to the eRent Roll system, click the **Select borough** dropdown and select the borough in which the building you're submitting a rent roll for is located. Then, type in the street number and street name for the building. If your project has multiple buildings, you will need to submit for one building at a time. Click the **magnifying glass** to begin the search.



In the search results, click the building for which you're submitting a rent roll.



On the Building Upload page that appears, you will answer a few questions about the building prior to submitting the rent roll.

First, answer whether or not the rent roll is being submitted as part of your compliance with federal regulations for HOME and/or Low Income Housing Tax Credits. If you're just uploading a rent roll for LL44 compliance, the answer will be no. However, you are encouraged (but not required) to include information needed for other compliance purposes in your rent roll submission. If you have the information required for a HOME or LIHTC submission, feel free to include it. If you select **Yes**, you will then enter the compliance year.

100 Gold Street
Manhattan, NY 10038

Tax Lot (BBL) 1-00094-0025

HPD Building ID 21913

Building Identification Number 1001289

View Map

UPLOAD RENT ROLL PAST UPLOADS

Is this rent roll part of Annual Owner Certifications for compliance with federal regulations required for housing with HOME funding and/or Low Income Housing Tax Credits (LIHTC)? (more info)

Yes No This building is not part of the HOME/LIHTC program

As of date *

Select the Utility Type for Building *

Select File *

I understand that I am submitting rent roll information for 100 Gold Street, Manhattan, NY 10038 and that this information, to the best of my knowledge and belief, correctly represents the facts. Any improper or fraudulent information may be used against me. *

Submit

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In the **As of date** field, select the date when the rent roll was collected.

In the next field, you are prompted to indicate the utilities the tenants pay, if any. Select the appropriate option for the building.

Select the Utility Type for Building *

- Tenant pays no utilities
- Tenant pay for cooking gas
- Tenant pays electricity (no stove)
- Tenant pays electricity (with stove)
- Tenant pays cooking gas and electricity

Select File *

I understand that I am submitting rent roll information for 100 Gold Street, Manhattan, NY 10038 and that this information, to the best of my knowledge and belief, correctly represents the facts. Any improper or fraudulent information may be used against me. *

Submit

Next, you are prompted to upload the rent roll. The eRent Roll template can be downloaded by clicking [Download Rent Roll Template](#) in the top left corner of the page.

For LL44 purposes, you are required to fill in the following five fields: Unit Name, Number of Bedrooms, Maximum Allowable Income by AMI, Legal Registered Rent, and Collectable Rent . Legal Registered Rent and Collectable Rent are due at project completion or lease up. All other fields required for LL44 are due at project closing.

In the **Unit Name** column, enter the name of the unit (such as “1B” or “102”).

In the **Number of Bedrooms** column, enter the number of bedrooms. Only numbers are accepted, so for a two-bedroom unit you would enter “2” and not “2-BR”.

In the **Maximum Allowable Income by AMI** column, enter the affordable unit’s income as a percent of area median income. This should be a number (like 77), and not a range (like 71%-80%).

In the **Legal Registered Rent** column, enter the maximum legal rent as registered with the New York State Department of Housing and Community Renewal. In past LL44 workbooks, this was called “Initial Legal Rent”, but the definition is the same. Enter the value as a number.

In the **Collectable Rent** column, enter the amount a landlord receives for the unit from both the tenant and any subsidies. In past LL44 workbooks, this was called “Actual Rent”, but the definition is the same. Enter the value as a number.

Generally, you will not have the information needed for all five of these fields at closing. You should submit the information you have available at closing, and then submit the remainder upon lease-up.

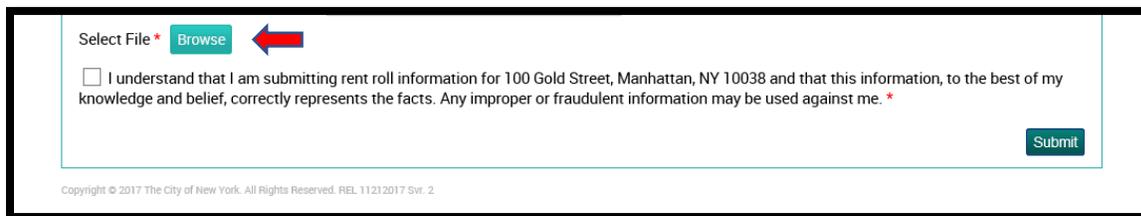
If other fields are required as part of your compliance with other laws and regulations, you are encouraged to include that information as well so that you don’t have to make multiple rent roll submissions.

Please note that you should always enter the required information in the format specified, and should not alter the names of any columns. Doing so can result in the rent roll being rejected by the system.

Once you’ve filled in the required information for all units in the building, you’re ready to upload the rent roll.

Uploading the Rent Roll

To upload the rent roll, click **Browse** on the Building Upload page, and navigate to the location on your computer where the rent roll is saved. Select the file and click **Open** to upload it.



Once the file is uploaded, check the box for the legal disclaimer at the bottom. Then, click **Submit**.

If you need to upload rent rolls for additional buildings, click **Search Results** in the top left corner of the screen to go back to the results of your last search. Then, repeat the process for each building for which a rent roll is required.

If you have questions regarding the rent roll requirements for LL44, please contact the LL44 team at locallaw44@hpd.nyc.gov.

If you have any questions regarding the eRent Roll System, please contact HPD’s User Outreach Coordinator at rentroll1@hpd.nyc.gov or call (212) 863-5087. You can also read [HPD’s General eRent Roll User Guide](#) for more details on the eRent Roll system.