



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

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.

One-Shot Deal Information for Tenants

There is a [new guide](#) to help you and your residents navigate applications for the City's Emergency Rental Assistance Grants ("One-Shot Deals"). Administered by the Department of Social Services/Human Resources Administration, One-Shot Deals can help low-income New Yorkers pay down arrears due to missed rental payments or, for homeowners, missed mortgage payments, maintenance charges, and property taxes. This is an important tool the City uses to prevent evictions and homelessness.

The attached flyer has instructions on how residents can apply and what information and documents they need for the application process. It is not necessary to file a Housing Court case against residents to qualify them for assistance. NYC residents may apply for a One-Shot Deal even if they have received one in the past. **If you believe that tenants in your building(s) may benefit from this program, please post this [new guide](#) in an appropriate place so that tenants may be advised.**

Applicants can apply and check the status of their case on the [Access HRA website](#) and create an account if they don't have one already.

If rental tenants need additional assistance due to hardship from COVID-19, they can contact the City's Tenant Helpline by calling 311 and asking for "the tenant helpline."

Heat season arrives in NYC

Heat season in New York City starts on October 1st and ends on May 31st. Between these two dates, property owners are required to ensure that heat is maintained at a minimum temperature of 68 degrees inside whenever the temperature falls below 55 degrees during the day (between 6:00 am and 10:00 pm). Between 10:00 pm and 6:00 am, the minimum temperature that must be maintained inside is 62 degrees, regardless of the outside temperature.

To make sure that your boiler is ready for the winter, we encourage you to take certain steps:

- If your building is required to file a Boiler Inspection report with the Department of Buildings (DOB), ensure that your boiler inspection has been completed and that you have addressed any recommended repairs. Boiler periodic filings apply to residential occupancies with:
 - o 6 or more families
 - o Less than 6 families with a boiler capacity of 350,000 btu/hr and greater
 - o Mixed use occupancies
 - o Single Room Occupancies (SRO's).

For more information about these requirements, you can review [DOB's Boiler webpage](#).

Reminder: Property Registration

Property Registration was due September 1st. For more information on who is required to register and how to register, go to [HPD's webpage](#) or please 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.

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.

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 \(PROS\)](#).

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.