

[Insert name and address of tenant(s)]

YOU ARE ENTITLED TO A RENT-STABILIZED APARTMENT

The rental units in this building are subject to rent stabilization according to the provisions of New York Real Property Tax Law § 421-a(2)(f). As a tenant in this building, when you initially rented your apartment, you should have been provided with a rent stabilized lease, complete with the attached Rent Stabilization Lease Rider. Pursuant to applicable laws and regulations, in addition to the regulation of rents, you are entitled to have your lease renewed, and you **cannot be evicted** except on grounds permitted by law.

Your landlord has agreed to work with the *New York State Attorney General's Office, the New York State Division of Housing & Community Renewal (DHCR)'s Tenant Protection Unit (TPU) and the New York City Department of Housing Preservation & Development (HPD)* to provide rent stabilized leases to all tenants, including you. This process includes your landlord submitting information to HPD, the agency that administers the 421-a tax program, and also registering this building and its rental units with DHCR, the agency that monitors compliance with the Rent Stabilization Law and the Rent Stabilization Code. **Please note that the process of registering the units can take as long as six months.**

Within the next six months, you should expect your landlord to contact you and offer you a rent stabilized lease, complete with the attached Rent Stabilization Lease Rider. The attached Rider includes general information about your basic rights and responsibilities under the Rent Stabilization Law. Stabilized leases may be entered into and renewed for one or two year terms, at your choice. Your landlord will also provide you with copies of the past registration(s) for your apartment. Going forward, your landlord will annually provide you with a copy the registration for your apartment.

By law, your landlord is prohibited from: (1) improperly removing or attempting to remove you from your apartment by action to evict or other means as long as you pay your rent and refrain from any of the conduct detailed in 9 NYCRR § 2524.3; and (2) from interfering with or disturbing your comfort, repose, peace or quiet use of the apartment, with the intent to cause you to vacate the apartment or to surrender or waive any rights under the Rent Stabilization Law.

IF YOU HAVE ANY QUESTIONS, you should contact your landlord directly or any of the agencies listed in the Appendix (the last page) of the attached Rent Stabilization Lease Rider.

IF YOUR LANDLORD FAILS TO OFFER YOU A RENT STABILIZED LEASE WITHIN SIX MONTHS, please feel free to contact the TPU at:

NYS Homes & Community Renewal
Tenant Protection Unit, Gertz Plaza
92-31 Union Hall Street
Jamaica, NY 11433
Phone: (718) 739-6400
Email: TPUinfo@nyshcr.org