



New York State
Division of Housing and Community Renewal
Office of Rent Administration

*City Rent and Eviction Regulations
New York City Rent Stabilization Code*

Operational Bulletin 90-1 (July 3, 1990)

***Requiring Owners to Submit Sufficient Copies of Designated
Applications to the DHCR to Enable the Division to Serve
All Affected Tenants with Copies of Such Applications***

This Operation Bulletin is issued pursuant to:

City Rent and Eviction Regulations - Section 2209.8

Rent Stabilization Code - Section 2527.11

Effective August 1, 1990, owners are required to submit a sufficient number of copies of the following applications upon filing with the Office of Rent Administration (ORA), to enable ORA to serve each affected tenant. Owners are also required to submit a self-sticking mailing label addressed to each affected tenant, which must be 4" wide and 1" high, to accommodate DHCR's window envelopes. See sample label reproduced below.

Major Capital Improvement
Building-Wide Increase, Decrease, or Substitution of Services
Building-Wide Restoration of Rent
Owner's Petition for Administrative Review (PAR) (of orders affecting multiple tenants)

Mr. John Doe
Tenant Apt. 0
00-00 0 Street
Jamaica, NY 00000

Elliot G. Sander
*Deputy Commissioner
for Rent Administration*

This document is being reissued for informational purposes only.

The original document which contains signatures of authorization is on file at DHCR's Office of Rent Administration.

