



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

Policy Statement 90-10 (June 26,1990)

***Major Capital Improvements / Individual Apartment Improvements
Confirmation of Costs / Payments***

This policy statement delineates DHCR's processing methods for confirming costs on MCI or individual apartment improvement applications.

Any claimed MCI or individual apartment improvement cost must be supported by adequate documentation which should include at least one of the following:

- 1) Cancelled check(s) contemporaneous with the completion of the work;
- 2) Invoice receipt marked paid in full contemporaneous with the completion of the work;
- 3) Signed contract agreement;
- 4) Contractor's affidavit indicating that the installation was completed and paid in full.

Whenever it is found that a claimed cost warrants further inquiry, the processor may request that the owner provide additional documentation.

If it is found that there is an equity interest or an identity of interest between the contractor and the building owner, then additional proof of cost and payment, specifically related to the installation, may be requested. Where proof is not adequately substantiated, the difference between the claimed cost and the substantiated cost will be disallowed.

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.

