

INFORMATION FOR NEW OWNERS

As a new owner you are advised to acquire the registration rental history for the subject building and case status of all pending cases. You may obtain this information by filing a REC-1 form or visiting any of our local rent offices. You will need to show proof of ownership and photo ID.

Once you have reviewed the registration rental history, it is your legal responsibility to ensure that it is up to date and complete, and that all required registrations are filed.

You are also encouraged to send an individualized letter, addressed to the docket numbers of all open cases, announcing your new ownership. This will ensure that you are made a party to all proceedings held before our agency.

Forms, applications and other helpful written materials are available for review and can be printed from our website. Some forms and applications (such as rent registration forms and REC-1 forms) may even be filed online: <https://hcr.ny.gov/online-services-owners-and-managers>

If further information or technical assistance is needed you may visit any of our local rent offices whose addresses are listed at: www.hcr.ny.gov