

## State of New York Division of Housing and Community Renewal Office of Pont Administration

Office of Rent Administration Web Site: www.hcr.ny.gov Gertz Plaza 92-31 Union Hall Street Jamaica, NY 11433

## Report of Change in Ownership or Address

**Note:** File this form with the Division of Housing and Community Renewal (DHCR) at the above address if there has been a change in owner/managing agent or a change in the address for the owner/managing agent. Either of these changes are required to be reported within 30 days of the event, pursuant to Section 2523.8 of the Rent Stabilization Code. Please see the "Information For New Owners" section on the reverse side of this form.

1.	Address of Building:		
2.	If the building is registered with the New York City Enter the MDR number:	y Department of Preservation and Development (HPD).	
3.	B. Enter the building's Rent Registration Number used with DHCR (if different from #2)		
4.	(Mark appropriate box): Fee Owner I	Managing Agent Receiver	
	Proprietary Lessee (if Co-op)/ Condominium (a) Entire building b)	Owner: Only the following apartments	
	Other (Specify)		
5.	There has been a change in: identity (Complete Date of this reported change:	te Section A below) or address (Complete Section B below)	
	SEC	CTION A	
Nan	ne and mailing address of <b>former</b> owner/managing a	gent/entity:	
	Name		
	. WILLY		
Stı	reet Address City, State, Zip Coo	de	
Nev	<u>v</u> owner/managing agent/entity information:		
	Name	Telephone No.	
	Street Address	City, State, Zip Code	
	Email Address - for online case processing	Employer Identification No.	
	SEC	CTION B	
Nev	<u>v</u> mailing address information for entity indicated in I	tem 4:	
	Name	Telephone No.	
	Street Address	City, State, Zip Code	
	Email Address - for online case processing		
I have i	Aff	irmation s provided by law, that the contents are true of my own knowledg	
Name	of Filer:	Cionatura of Filam	
(Print)	onship of Filer to subject building:		

## 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