



SCRIE

INITIAL APPLICATION FOR SENIOR CITIZEN RENT INCREASE EXEMPTION

Mail to: NYC Department of Finance, SCRIE Exemption, 59 Maiden Lane, 19th Floor, New York, NY 10038

THIS FORM IS FOR NEW SCRIE APPLICANTS ONLY

NOTE: DOCUMENTATION REQUIREMENTS

- As of November 15, 2010, new SCRIE applicants must provide proof of age and income (in addition to signing the application and attaching signed current and prior leases).
- See the attached instructions for more information.

SECTION A - APPLICANT INFORMATION

Last Name: _____ First Name: _____ Init.: _____

Address or P.O. Box: _____ Apt.: _____

City: _____ Zip Code: _____ Home Telephone: (____) _____

Have you ever applied for SCRIE before? YES NO

If "YES", enter the Docket Number: _____

SECTION B - TENANT REPRESENTATIVE

Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

SECTION C - BUILDING OWNER

Name: _____

Address: _____ Room #: _____

City: _____ State: _____ Zip: _____

MANAGING AGENT

Name: _____

Address: _____ Room #: _____

City: _____ State: _____ Zip: _____

SECTION D - RENTAL AND BUILDING INFORMATION

Current Lease Dates: From _____ To _____ Rent Amount: \$ _____

Prior Lease Dates: From _____ To _____ Rent Amount: \$ _____

Rent increase is for: 1-yr renewal lease 2-yr renewal lease Fuel Building Improvement (MCI) Rent Control
 Other (explain): _____

Does rent include gas? YES NO Does rent include electricity? YES NO

My apartment has: # _____ rooms and # _____ windows.

Apartment is: Rent Stabilized Rent Controlled Rooming House Hotel Other: _____

SECTION E - HOUSEHOLD INFORMATION (List all individuals living in household)				
	NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY NUMBER
1.	Self			
2.				
3.				

SECTION F - INCOME FOR CALENDAR YEAR PRIOR TO APPLICATION (Enter annual amounts)								
	NAME	SOCIAL SECURITY INCOME	SSI	PENSION	WAGES	INTEREST & DIVIDENDS	PUBLIC ASSISTANCE	OTHER
1.	Self	\$						
2.								
3.								

SECTION G - ALLOWABLE DEDUCTIONS					
	NAME	FED/STATE/ LOCAL TAXES	UNION DUES	COURT ORDERS/ SUPPORT PAYMENTS	SOCIAL SECURITY TAXES
1.	Self	\$			
2.					
3.					

SECTION H - CERTIFICATION

Please review your application to ensure you have answered all questions and attached all required documentation. Failure to do so may delay the processing of your application.

I hereby affirm under penalties provided by law that I have examined this application and the accompanying documents, and, to the best of my knowledge and belief, the information provided herein is true, correct and complete.

I understand and agree that if I fail to disclose all household income, including income of tenants (family or non-family), I may be held responsible to repay the City the full amount of any SCRIE benefits received improperly plus any interest charges.

I authorize the release of my information to other agencies for the purpose of determining my eligibility for other entitlements or benefits.

I authorize the Department of Finance to review my state and federal income tax returns to verify my income.

Signature of Applicant

Date

Signature of Preparer (If other than applicant)

Date

- Did you Remember to:**
- ✓ Sign Your Application?
 - ✓ Attach copies of your *signed* current and prior leases or rent orders?
 - ✓ Attach proof of date of birth?
 - ✓ Attach income documentation?

For information regarding this and any other city services, call 311.

PRIVACY ACT NOTIFICATION

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers for applicants and income-earning occupants is mandatory and is required by section 11-102.1 of the Administrative Code of the City of New York. Such numbers disclosed on any report or return are requested for tax administration purposes and will be used to facilitate the processing of reports and to establish and maintain a uniform system for identifying taxpayers who are or may be subject to taxes administered and collected by the Department of Finance. Such numbers may also be disclosed as part of information contained in the taxpayer's return to another department, person, agency or entity as may be required by law, or if the applicant or income-earning occupants gives written authorization to the Department of Finance.



SCRIE
INSTRUCTIONS

NYC DEPARTMENT OF FINANCE • PAYMENT OPERATIONS DIVISION

INITIAL APPLICATION FOR SENIOR CITIZEN RENT INCREASE EXEMPTION

Mail to: NYC Department of Finance, SCRIE Exemption, 59 Maiden Lane, 19th Floor, New York, NY 10038

SCRIE ELIGIBILITY REQUIREMENTS

The Senior Citizen Rent Increase Exemption Program provides exemption from rent increases to New York City tenants:

- ♦ Who are 62 years of age or older
- ♦ Who live in a rent-regulated apartment or hotel
- ♦ Whose annual household income is \$29,000 or less
- ♦ Whose rent has been increased and represents more than one-third (1/3) of the total household income.

Tenants who live in private homes, Public Housing Authority Projects or receive Section 8 rental subsidies do not qualify for SCRIE benefits. Tenants who live in Mitchell Lama housing must apply for SCRIE with the NYC Department of Housing, Preservation and Development.

APPLICATION INSTRUCTIONS

Section A: TENANT INFORMATION - Print all information clearly in ink.

Section B: THIRD PARTY - Complete this section only if you wish a third party to receive copies of notices regarding the continuation of your benefits. The party you designate will be contacted if SCRIE representatives are unable to contact you.

Section C: BUILDING OWNER/MANAGING AGENT - Provide owner/agent information requested.

Section D: RENTAL INFORMATION - If you have:

- ♦ Renewed your rent stabilized lease, attach a copy of the current lease and a copy of the prior lease. ALL leases must be signed by the building owner and the tenant.
- ♦ A rent controlled apartment, attach a copy of the Notice of Maximum Collectible Rent (Form No. RN-26) and the Owner's Report and Certification of Fuel Cost Adjustment (Form No. RN 33.10) for the current year.
- ♦ Received a rent increase notice from your landlord, attach a copy of the notice and any other material received with the notice.
- ♦ Received a building improvement (MCI) increase, attach a copy of the notice.

NOTE: Rent increases for new appliances (stove, refrigerator, etc.) are not covered by SCRIE.

Section E: HOUSEHOLD INFORMATION - List all persons living in your household. If more than three persons are living in the household please attach a list of their names and the information requested in Section E, F and G, on a separate sheet.

Section F: INCOME - List all income that you and each member of your household received for the year prior to the date of your application. A boarder's income should not be listed; however, payment received from the boarder should be counted as income. **Household income should be listed by annual amount.**

Section G: ALLOWABLE DEDUCTIONS - List only those deductions noted on the form. These will be deducted from your income before eligibility for SCRIE is determined.

DOCUMENTATION REQUIREMENTS:

AGE - Provide a copy of one of the following items: birth certificate, US passport, driver's license, or other federal/state/local document with date of birth.

INCOME: Provide a copy of your federal income tax return for the year prior to your application, along with all W-2s (wage & tax statements) and 1099-SSAs (social security benefit statements). If a federal tax return was not filed, attach proof of each income item in Section F. Appropriate proof of income includes W-2s, 1099-SSAs, 1099-Rs (pension & annuity retirement income), SSI letters, bank & brokerage account end of year statements and public assistance benefit letters.

RENT: See Section D instructions.

SIGNATURE: Please sign and date the application. Without your signature, the application cannot be processed and will be returned to you.