



DRIE Disability Rent Increase Exemption

SHORT FORM RENEWAL APPLICATION

Eligibility: Applicants can submit a short form renewal if they have been previously approved for five or more consecutive benefit periods. If you submit this form and are found ineligible to use it, we will require you to provide proof of your prior year's household income.

Instructions: Please complete and mail this renewal form with supporting documentation to:

NYC Department of Finance, Attn: Rent Freeze Program, 59 Maiden Lane, 24th Floor, New York, NY 10038.

SECTION 1 - APPLICANT INFORMATION

FIRST NAME:		LAST NAME:	
ADDRESS:			
SOCIAL SECURITY NUMBER:	DATE OF BIRTH:	DOCKET NUMBER:	
TELEPHONE NUMBER:		EMAIL ADDRESS:	

SECTION 2 - HOUSEHOLD INCOME INFORMATION

Has your household income increased by more than \$1,000 per year since you filed your last renewal application?

Yes No

If you answered yes, please submit proof of your household income for last year.

If you answered no, you are **not** required to submit any additional proof of household income.

SECTION 3 - CONTINUED ELIGIBILITY CERTIFICATION

Please read carefully and sign the below certification. Your application is not complete if you do not sign.

I hereby certify that all information contained in the application is true and correct to the best of my knowledge and belief and I understand that the willful making of any false statement of material fact therein shall subject me to the provisions of law relevant to the making and filing of false instruments and loss of the benefit, and that subsequent reapplication shall be as a new applicant.

I understand that my income is subject to verification by the Department of Finance.

Print Name of Applicant

Signature of Applicant

Date

Note: If a Power of Attorney or Court Appointed Guardian is signing on behalf of the applicant, the Power of Attorney or court documentation is required.

Documents to send:

- (1) Renewal lease signed by you and your landlord.
- (2) If you answered yes to the question in section 2, attach proof of household income for last year.
- (3) If applicable, attach proof of income for last year for any **new** household members and provide their name, date of birth, and date they moved in.

Note: Rent controlled applicants should provide the Notice of Maximum Collectible Rent form RN-26 for last year and this year (if available). Rent demand applicants should submit an updated rent demand letter from the management or owner listing your current and prior rent amount. Mitchell-Lama applicants, if your rent increased provide an updated rent receipt, rent increase letter, or a rent printout from your management office.

Tenant Representative:

You can designate a representative to receive copies of the notices you receive from the Rent Freeze Program. This is optional, but recommended. If you previously designated a representative and would like to update his or her information, please do so here.

NAME:		RELATIONSHIP TO TENANT:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
EMAIL ADDRESS:		PHONE NUMBER:	

General Information:

For general information and questions about DRIE, please send us a message at nyc.gov/contactdrie or call **311**. You may also visit our DRIE office at 66 John Street, 3rd Floor, New York, NY. We are open Monday through Friday, between 8:30 AM and 4:30 PM.

If due to a disability you need an accommodation in order to apply for and receive a service, or to participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at nyc.gov/contactdofeeo or by calling **311**.