

NYC Compliance Checklist 2021

2021 Key Dates

JAN	15 TH	<ul style="list-style-type: none"> Last day to distribute annual lead paint/window guard notices to residential tenants First deadline in 2021 to distribute Fire Safety Information to residential tenants (Bulletin/Guide, Checklist, etc.) Deadline to submit annual water tank inspection for 2020 calendar year 	DOHMH/HPD FDNY DOHMH/HPD
	31 ST	<ul style="list-style-type: none"> BEST PRACTICE - Provide annual stove knob cover notices. This is a suggested date based on the start of the law & the timing of annual safety notice mailings 	HPD
	15 TH	<ul style="list-style-type: none"> Legal deadline for new, renewal, and change requests for the 2021 – 22 Co-op/ Condo abatement (closes on the 16th) 	DOF
FEB	16 TH	<ul style="list-style-type: none"> Landlords must begin to make reasonable attempts to acquire lead paint/ window guard information for non-responsive tenants as part of the annual safety notice mailings process 	DOHMH/HPD
	21 ST	<ul style="list-style-type: none"> FISP Cycle 9 Sub-Cycle 9B filing period opens (Blocks 0, 7, and 8). Sub-Cycle 9A (4, 5, 6, 9) is already open 	DOB
MAR	1 ST	<ul style="list-style-type: none"> Notify DOHMH of all non-responsive tenants and attempts to acquire information as part of annual safety notice mailings process 	DOHMH/HPD
	2 ND	<ul style="list-style-type: none"> Deadline to appeal Assessment to Tax Commission for Class 2, 3, and 4 properties 	DOF
	15 TH	<ul style="list-style-type: none"> Deadline for property owner personal exemptions (STAR, DHE, DRIE, Veterans, Clergy, SCHE, SCRIE) 	DOF
	16 TH	<ul style="list-style-type: none"> Deadline to appeal Assessment to Tax Commission for Class 1 properties 	DOF
APR	1 ST	<ul style="list-style-type: none"> DHCR Registration begins in ARRO system (ends July 31st) 	DHCR
MAY	1 ST	<ul style="list-style-type: none"> Local Law 84 Benchmarking Report due for 2020 data (all covered buildings 25K square feet and up) 	DOB
	31 ST	<ul style="list-style-type: none"> Last day of Heat Season for 2020 - 21 	HPD
JUN	30 TH	<ul style="list-style-type: none"> Extended deadline for LL 152 filings in Community Districts 1, 3, and 10 	DOB
SEP	1 ST	<ul style="list-style-type: none"> Deadline for annual HPD registration. Required for multifamily residences (3+ units), designated residences, and hotels 	HPD
OCT	1 ST	<ul style="list-style-type: none"> 2021 - 2022 Heat Season begins New Building Energy Efficiency label available - replace existing label with latest score before Oct 31st 	HPD
	1 ST	<ul style="list-style-type: none"> Deadline for annual cooling tower certification 	DOB
DEC	31 ST	<ul style="list-style-type: none"> Final day to electronically file annual bedbug report for 11/1/20 - 10/31/21 Last day to file annual elevator and boiler inspections for 2021 cycle via DOB NOW: Safety Last day for annual lead paint inspections (LL 1) and allergen hazard inspections (LL 55) Last day to submit Local Law 87 EER for buildings due in 2021 (covered buildings list – 50K sq. Ft – with a last digit of “1” as the building’s tax block number) Last day to perform gas piping system inspections or submit certifications for Community Districts 2, 5, 7, 13, and 18 in all boroughs 	HPD DOB HPD DOB DOB

Did You...

- Schedule annual boiler & elevator inspections with your vendors? DOB
- Schedule any required Category 5 (5 year) inspection tests? DOB
- Post Benchmarking grades and Facade certificates as required? DOB
- If Community Districts 2, 5, 7, 13, and 18, schedule your gas piping inspection or submit your certification for no piping system? DOB
- Prepare for Cycle 9 filings with your facade vendor? DOB
- Submit annual bedbug reporting for residential units? HPD
- Perform annual LL 55 inspections for residential units? HPD
- File tax estimates, declarations, returns, and extensions? DOF
- Renew and/or inspect required FDNY permits (A/C, sprinkler-standpipe units, Place of Assembly) FDNY
- Renew Certificates of Fitness? FDNY
- Prepare and file LL 84 annual Benchmarking report? DOB
- Prepare and file LL 87 EER, if required for your building this year? DOB
- Review permit expiration dates and renew if necessary to avoid Work Without a Permit violations? DOB
- Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification? DOHMH
- Lock down a vendor for the 2021 – 22 safety notice mailings, fire safety document, and stove knob cover processes? DOHMH/HPD/FDNY

Dates and compliance information is reported from NYC agencies and is subject to change. Each building in NYC has specific requirements and deadlines that can differ across borough, building type, etc. SiteCompli's Services are provided for informational purposes only, on an "as is" and "as available" basis. SiteCompli, its licensors and other suppliers disclaim all warranties, whether express or implied, including, but not limited to, any promises of accuracy or correctness of information provided or omitted. The full list of Terms of Use that govern SiteCompli's Services and website can be found at www.sitecompl.com/terms. Copyright ©2021 SiteCompli, LLC.

NYC Compliance Checklist 2021

Three Things You Need To Know In 2021

1 Anything Can Change At Any Time

While this is something property managers in NYC are innately aware of, this year proved it like no other. Despite deadlines and service notices and rules, compliance in the city can change at any time. In fact, as of publication (December 2020), we're already tracking a few dates that are rumored to change very soon. With that said, this year we've created a special blog post for tracking any Checklist changes - visit <https://sitecompli.com/blog/nyc-checklist-21/> for updates on due dates, adjustments, or any other can't-miss announcements

Learn More On The Blog

<https://sitecompli.com/blog/nyc-checklist-21/>

2 Did You Post New, Required Documents?

Several posting requirements went into effect this year - make sure your buildings are compliant with these signs:

- Facade Certifications from DOB NOW
- Building Energy Efficiency Label (Benchmarking Grades)
- COMING SOON 4/30/21 - Hurricane Evacuation Zone Notices

Learn More On The Blog

<https://sitecompli.com/blog/proposed-fdny-rules-new-signage-new-inspections-professional-alarm-approval-program/>

<https://sitecompli.com/blog/dob-fall-updates-energy-grade-posting-facade-extension/>

<https://sitecompli.com/blog/heres-whats-going-on-with-the-new-facade-inspection-requirements/>

OATH Hearings Are Still Remote

3 As of December 2020, OATH Offices are still closed, and in-person hearings have transitioned to hearings by phone. You must contact OATH before your upcoming hearing date to provide evidence and confirm scheduling. Email your OATH location (contacts listed below) for more details.

NYC Agency Contacts

Benchmarking Help Center

questions@benchmarkinghelpcenter.org
(212) 566-5584

DHCR Office of Rent Administration

rentinfo@nyshcr.org
(718) 739-6400

DOB Boiler Division Customer Service

(212) 393-2661
Technical Unit - (212) 393-2784

DOB Administrative Enforcement Unit

(212) 393-2405

DOB Elevator Division Customer Service

(212) 393-2144
elevatordivision@buildings.nyc.gov

DOF Tax Commission

(212) 669-4410

FDNY District Office Headquarters

(718) 999-2000

FDNY District Office 37 (Place of Assembly)

(718) 999-2404 / 2403 / 2410

FDNY District Offices 93 & 94: Sprinkler & Standpipe Inspection Scheduling

(718) 999-2512 / 2514 / 2478 / 2479

FDNY Violation/Business Information

Curedesk@fdny.nyc.gov
FDNY.BusinessSupport@fdny.nyc.gov

HPD Registration Hotline

(212) 863-7000
register@hpd.nyc.gov

HPD Bronx Code Enforcement

(212) 863-7050

HPD Brooklyn Code Enforcement

Euclid Ave - (212) 863-6620
Joralemon Street - (212) 863-8060

HPD Manhattan Code Enforcement

(212) 863 - 5030

HPD Queens Code Enforcement

(212) 863-5990

HPD Staten Island Code Enforcement

(212) 863-8100

Local Law 11 - Facades Unit

(212) 393-2551
facades@buildings.nyc.gov

OATH ECB Remote Hearing Scheduling Brooklyn:

RemoteBKLYN@oath.nyc.gov

Bronx: RemoteBronx@oath.nyc.gov

Manhattan: RemoteManhattan@oath.nyc.gov

Queens: RemoteLIC@oath.nyc.gov

Staten Island: RemoteSI@oath.nyc.gov

OATH ECB Customer Service

844-OATH-NYC (844- 628-4692)

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