

**SCRIE****SENIOR CITIZEN RENT INCREASE EXEMPTION (SCRIE)  
RENT STABILIZED APARTMENT RENEWAL APPLICATION**

Please complete this form in full and mail it back with all required documents to:

**NYC Department of Finance - SCRIE Unit, 59 Maiden Lane, 22nd Floor, New York, NY 10038***Note: If your lease expired more than six months ago and you have been revoked due to failure to recertify, you must submit an Initial Application.***SECTION 1 - APPLICANT INFORMATION**

1. Name of Tenant: a. \_\_\_\_\_ b. \_\_\_\_\_  
FIRST NAME LAST NAME

2. Address: \_\_\_\_\_ 3. \_\_\_\_\_ 4. Apt. #: \_\_\_\_\_  
NUMBER STREET NAME

5. Borough: \_\_\_\_\_ 6. Zip Code: \_\_\_\_\_

7. Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ 8. Email Address: \_\_\_\_\_

9. SCRIE Docket: \_\_\_\_\_

**SECTION 2 - LEASE INFORMATION****You must submit a new lease signed by both the tenant and the landlord.** If you have not received a new lease, please make every effort to obtain one to include with your application. If you do not send in a lease with this renewal application, your application cannot be processed fully. It will take longer to renew your SCRIE benefit without these documents.1. Renewal Lease Term:  1 Year  2 Year  Landlord has not yet provided a lease**SECTION 3 - INCOME INFORMATION****You are required to submit proof of all income for the prior calendar year for yourself and all other household members.** Proof of income includes: prior calendar year's tax returns, W-2, Social Security benefit letter, public assistance budget letter, pension statement, and 1099 forms.

1. Is your total household income for the prior year \$50,000 or less?  Yes  No
2. Did you file Federal and State tax returns for the prior year?  Yes  No
3. Did you receive any social security benefits for the prior year?  Yes  No
4. Did you receive any other form(s) of income for the prior year?  Yes  No
5. Does anyone else live in your apartment with you?  Yes  No

**If yes,** please fill out the chart below and list every person who lives in your apartment:

NAME	RELATIONSHIP TO YOU	DATE OF BIRTH	SOCIAL SECURITY NUMBER	TOTAL INCOME FOR THE PRIOR YEAR	DID THEY FILE TAX RETURNS FOR THE PRIOR YEAR
1.					
2.					
3.					

If there are more than 3 additional household members, please provide information on a separate sheet.

**SECTION 4 - DEPARTING HOUSEHOLD MEMBERS**Since your last renewal, did a previously reported household member move out or pass away?  Yes  No

If you checked yes, you must provide proof. For individuals, that passed away, please provide a death certificate. For individuals that moved, please provide proof of their new address (e.g.: utility bill, driver's license, lease with their name on it).

**SECTION 5 - TENANT REPRESENTATIVE**

You can have copies of your SCRIE notices sent to another person (in addition to you). To select a representative, please complete the following:

Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
FIRST AND LAST NAME

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
NUMBER STREET NAME

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**SECTION 6 - CERTIFICATION**

I hereby affirm under penalties provided by law that I currently reside at this address and 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) or any changes to the number of household residents, 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 TENANT\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
DATE**STOP! Final Checklist Before You Mail!**

- Did you complete all questions on the application?
- Did you sign and date the application?
- Are you including a copy of your new lease signed by both you and your landlord?
- Are you including proof of all income for yourself and all household members for the prior calendar year. Proof of income includes, but is not limited to:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Income tax returns (if filed)</li> <li>● Social security benefit statement (SSA/SSI/SSD)</li> <li>● IRA/Annuity statement including earnings statement</li> <li>● Pension statement</li> <li>● Signed letter from boarder stating rental payments</li> </ul> | <ul style="list-style-type: none"> <li>● 1099 or W2</li> <li>● Public assistance budget statement</li> <li>● Student status letter for your non-working students living in your household</li> <li>● Signed letter from friend/family stating amount of monetary assistance</li> </ul> |
|---|--|

- If applicable, are you including proof that a previously reported household member has moved or passed away?
- Utility bill, driver's license, or lease with a new address

**GENERAL INFORMATION AND ASSISTANCE**

If you need help or have questions please contact 311 or email [SCRIE@finance.nyc.gov](mailto:SCRIE@finance.nyc.gov).

You can visit our SCRIE office at 66 John Street, 3rd floor, New York, NY.

We are open Monday through Friday, between 8:30 AM and 4:30 PM.