



# SCRIE APPEAL

NYC DEPARTMENT OF FINANCE • PROGRAM OPERATIONS DIVISION

## APPLICATION FOR APPEAL OF THE SENIOR CITIZEN RENT INCREASE EXEMPTION (SCRIE) DETERMINATION

Mail this application along with a copy of your denial or revocation letter to:  
NYC Department of Finance, SCRIE Program, (Appeals) 59 Maiden Lane, 22nd Floor, New York, NY 10038

**Instructions:** Complete all items below. Attach a copy of the SCRIE denial or revocation notice, plus copies of all documents that support your claim. See Appeal Instructions for further guidance.

### SECTION I - APPEAL INFORMATION

SCRIE Docket #: \_\_\_\_\_

I am the Tenant who occupies the apartment located at:

\_\_\_\_\_ Apt. No.: \_\_\_\_\_  
NUMBER AND STREET

In the borough of: \_\_\_\_\_, City of New York. I am appealing the SCRIE Order dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

### SECTION II - APPLICANT INFORMATION

A. **Owner's Name:** \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ Apartment No.: \_\_\_\_\_  
NUMBER AND STREET

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

B. **Tenant's Name:** \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ Apartment No.: \_\_\_\_\_  
NUMBER AND STREET

City: \_\_\_\_\_, New York Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECTION III - GROUND(S) FOR APPEAL

Write a detailed explanation of your claim, using additional pages if necessary.

**NOTE:** Requests for adjustments should be filed on the *SCRIE Adjustment to Abatement Application*, available on our website or by calling 311.

### SECTION D - AFFIRMATION

Indicate your objections to the SCRIE order you received (check one of the 3 boxes below):

I was a SCRIE beneficiary, but was taken off the program. I am seeking a reinstatement. Attached are documents supporting my claim.

I applied for the first time and was denied for reasons other than my income. I believe I am still eligible. Attached are documents supporting my claim.

I was denied due to my income exceeding the threshold. Attached are my tax returns, social security notices, W-2's, pension statements and any other evidence I can provide.

I hereby affirm under the penalties provided by law that the statements above are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## INSTRUCTIONS FOR THE APPLICATION FOR APPEAL

**Filing Deadline:** File this form **within 60 days** of an applicant's notification of SCRIE denial.

### Who can Appeal?

Any SCRIE applicant or recipient who disagrees with a SCRIE denial or revocation notice can file an Appeal.

### Is there a deadline for having an order appealed?

- You must ask for an appeal within 60 days of the date listed at the top of the order.
- Finance will accept your appeal if it is postmarked less than 60 days after the date of the order.
- Finance may, if you have a good reason, extend your time to appeal based on your written request.

### How do I file my appeal?

Please fill out the form and attach a copy of the SCRIE order that you are appealing.

Mail to:

Department of Finance  
SCRIE Program (Appeals)  
59 Maiden Lane, 22nd Floor  
New York, NY 10038

### What happens to the order while it is being appealed?

- The order under appeal remains in effect while Finance reviews it.

Specifically, the Administrative Code of the City of New York provides that:

*Any landlord who collect(s) or seeks to collect or enforce rent from a tenant in violation of the terms of a rent exemption order shall for the purposes of all remedies, sanctions and penalties provided in this title be deemed to have collected or attempted to collect or enforce a rent in excess of the legal regulated rent.*

### Can a Court review the SCRIE Order?

A court cannot review a SCRIE order until you go through the SCRIE appeal process. If you disagree with the results of the SCRIE appeal process, you may then appeal to the New York State Supreme Court.

Don't forget to attach a copy of your SCRIE denial or revocation notice plus copies of all documents that support your claim.

If you have any questions, please visit the Finance website at  
**nyc.gov/finance**  
or call **311**.