

Notes:

Add additional sheets as needed for each building for each year.

*Individual Apartment Improvements (IAI) are improvements made to apartments after a tenant vacates. Although the new Housing Stability and Tenant Protection Act of 2019 changed the law as it relates to IAI, this change does not affect prior years. Indicate the total dollar amount of IAI made for an apartment. Make sure you keep all records to prove the work was done including contracts, cancelled checks and photo (before and after the work is done). The new law limits the IAI to only three projects totaling \$15,000 over a 15 year period for any one apartment and is divided by 1/168 for 35 units or less and 1/180 for over 35 units. Additionally, under the new law the IAI is temporary and reverts after 30 years. Finally, the landlord is required to record and upload all IAI's photos with DHCR and that is not part of the service of registering the apartments. If you want to retain our office for same, a separate retainer will be required.

Make sure the Tenant's first and last name is included above.

Please print clearly.