NYC
Department of Finance

User Guide | *NYC LEAP*

The Landlord Express Access Portal (LEAP) provides important tools and information for landlords and managing agents of buildings with tenants enrolled in New York City's Rent Freeze Program, also known as the Senior Citizen Rent Increase Exemption (SCRIE) and Disability Rent Increase Exemption (DRIE) programs.

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Section I - NYC LEAP Homepage

The NYC LEAP homepage can be found at: http://nyc.gov/nycleap.
Once you visit the site, you can take advantage of the resources described below:

A. **Rent Freeze Guide for Tenants**: This direct link opens the tenants' user guide, which can help owners and managing agents answer additional questions from their Rent Freeze tenants. The guide will open in a separate tab so it does not interrupt your current NYC LEAP session.

B. **NYC LEAP Application**: This link will direct you to the NYC LEAP application. A user name and password are required because the application contains specific information about the properties you currently own or manage. It will also give you specific information about the tenants who live in properties that are part of the Rent Freeze Program.

(Please see pages **5-35** of this guide for a full explanation of NYC LEAP.)

C. **FAQs**: Here you will have access to the most Frequently Asked Questions about the Rent Freeze Program. Once you click on the FAQ bar, a dropdown menu of all FAQs will open.

The top five questions will appear. Click the "Read More" button to see additional questions. To see the answer to a question, click on the question bar that contains your question.

Read More...

D. Glossary of Terms: Here you will find all terms associated with the Rent Freeze Program, as well as their definitions. Once you click on the Glossary of Terms bar, a dropdown menu of all terms will open.

▶ Glossary of Terms

You can jump to specific terms by using the letter categories at the top. A - F | G - L | M - R | S - Z If you would like to see all the terms on one page, simply click the "Read More…" button.

Read More...

E. Rent Guidelines Board (RGB): This link will open in a separate window and contain a PDF document of the most up-to-date RGB apartment orders to help determine what the appropriate rent increase should be during a specified period of time. To access, click the Rent Guidelines Board bar.

▶ Rent Guidelines Board (New Window)

You will be able to print this PDF document, which will open in a separate tab in your internet browser. Closing the page when you are done will not interfere with theNYC LEAP page you have open.

F. <u>Major Capital Improvements (MCI) Basics</u>: This link will open a dropdown window and give a brief description of what MCI covers. You will also see an additional link directing you to more information about MCIs.

▶ Major Capital Improvements (MCI) Basics

G. <u>Sample Rental Documents</u>: This section will provide a look at the different types of rental documents, as well as a section-by-section description of requirements for each field of the document in order to successfully process the document.

▶ Sample Rental Documents (New Window)

H. <u>Forms</u>: By clicking on this bar, you will gain access to all forms associated with the Rent Freeze Program.

▶ Forms

I. <u>Helpful Links</u>: You will gain access at this bar to other sites that can assist you. Each page will open in a separate tab to ensure it does not interrupt your current NYC LEAP session.

▶ Helpful Links

J. <u>Email Us</u>: This link will generate a web form for you to contact member of the Rent Freeze Program customer service team. A representative will reply by email or call with a response.

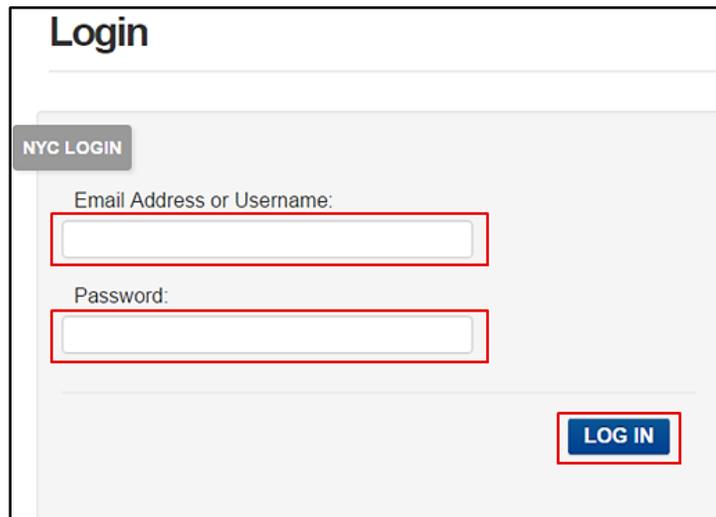Need Help? Contact 311 or **Email Us**.

Section II - NYC LEAP Application

A. **Login Page**: Below is the first screen you will see to enter the NYC LEAP application.
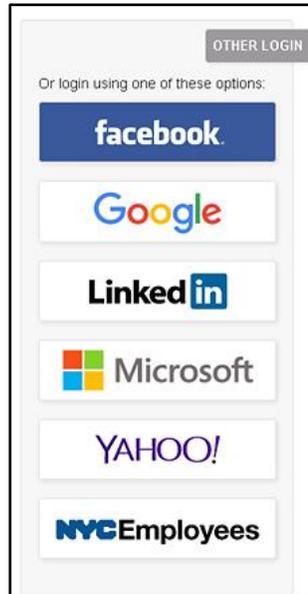

You can log into the site a number of ways:

1. You can use your existing NYC LOGIN by entering your email address. You will also need to enter your password and then click the "Log In" button.
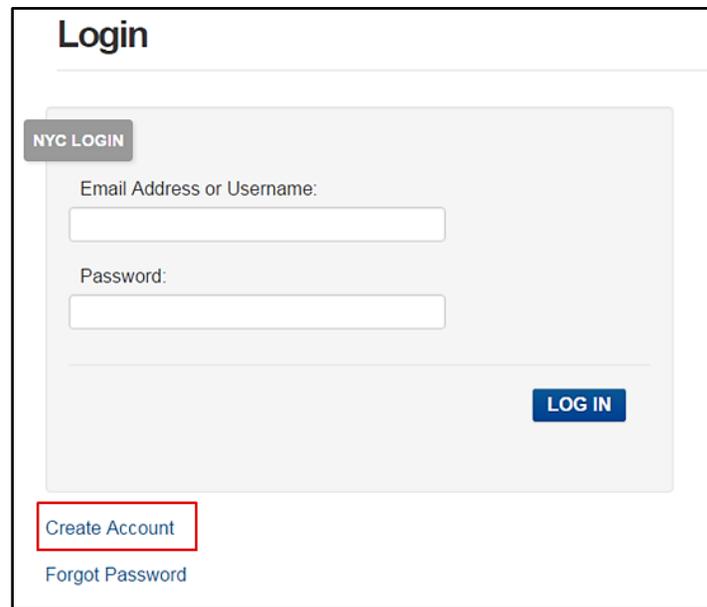
2. You may also use the login information of one of your social media accounts to access NYC LEAP. Click on one of the choices and you will be directed to a new login screen.

If you do not have acess by any of the ways mentioned above, you will need to register for a NYC LOGIN by clicking the Create Account link.

3. Click on the link found in the bottom left hand corner

Next, follow the steps to set up a new account as shown on the page:

a. Enter an email address.
b. Confirm the email address.
c. Enter a desired password. Click the ? button for password criteria.
d. Confirm the password you have selected.
e. Enter your first name.
f. Enter your middle initial (if applicable).
g. Enter your last name.

You will also be asked to select three (3) different security questions. Use the dropdown menu for each question and provide your answer in the box below the question.

Before you click the "Create Account" button, be sure to check the box that indicates you understand and agree to the terms and conditions.

Once you click the "Create Account" button, you will receive a confirmation email to verify that you provided the information. Click on the link to validate your credentials.

Be sure to go back to the NYC LEAP homepage (http://nyc.gov/nycleap) and click on the "Begin Using LEAP" button.

If this is your first time logging into NYC LEAP via any of the methods above, you will see a PIN page. If you received a notice with a PIN number, enter the information here and click the "Sign In" button. If you received a PIN, you have been pre-registered, and your profile information has been included. It is a one-time use PIN so you will not need it after the first use.

If you <u>were not</u> provided a PIN or your PIN has expired, click the <u>Create New Account</u> link. This will take you to a page to enter your information to be submitted to the Department of Finance for activation.

Follow the steps below to fill out the form. Your name and email address will already be pre-populated from your NYC LOGIN account.

1. Select your role (owner or managing agent) from the drop down menu.
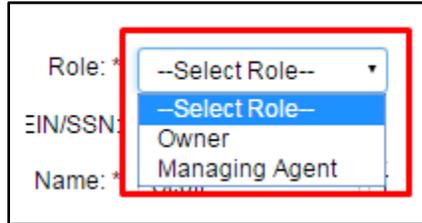
2. Enter your building address information and phone number.

3. You will now have to assign all the borough, block and lot numbers (BBLs) you would like to have associated with your profile:
   a. Click the Add New link to to enter a BBL.

   b. Select the proper borough from the dropdown menu and then enter your block and lot numbers.

c. When you are done with this entry, click the <u>Save</u> link.

Parcel(s):				Add New
#	**Borough**	**Block**	**Lot**	**Action**
	Manhattan ▾	1500	255	Save Cancel

d. If you need to add another BBL, repeat steps (a – c); otherwise, click the "Submit" button. Your request will be sent to DOF for validation. Once it has been approved or denied, you will receive an acknowledgement by email.

B. Search Tab

The search tab will assist you in locating any or all of your tenants currently enrolled in the Rent Freeze Program. You may use any or all of the search criteria you see on this screen.

1. **Benefit** – This pulldown menu allows you to search either DRIE or SCRIE tenants.
2. **Docket** – You may search by entering your tenant's DRIE or SCRIE docket number.
3. **Name** – You may enter just the first or last name of the tenant or you may enter both first and last names.
4. **BBL** – Searching by Borough / Block / Lot number displays any Rent Freeze program tenant currently residing at that particular property.
5. **Current Applications Only** – Leave this box checked if you are looking for current applications. If you want to see all applications (Current and Previous) uncheck the box during your search.

C. Search Tab Results

Once you enter your search criteria, click the "Search" button.   The results will be displayed at the bottom of the page. You will have the following additional options for how your data is presented:

1. You can determine the number of records you would like to see on one page. (10-20-40).

2. If your results produce more than one page, you can use the page advance to jump to another page. This option is found at the bottom of the page on the right-hand side.

| « | **1** | 2 | 3 | 4 | 5 | » |
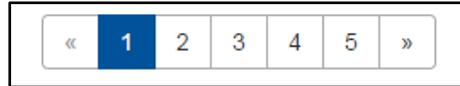
3. If your results produce more than one page, you can also use the Go to Page function to advance to the desired page. This option is found at the bottom of the page on the left-hand side.

Go to Page: 5 ⊙

D. Search Tab Application Selection

*Please note the color key for the Application Status.

Your tenant may have more than one application on file due to renewals. If you see a tenant with two or more records and you are looking for the most current application, be sure to select the one with the **GREEN** square.

To see the detailed information on a specific tenant, click the application link associated with the tenant.

Click an **Application** to view details: Item(s) 1 to 2 of 2									■ Current Application ● Previous Application Items per page: 40 ▼	
#	Docket	Application	Benefit	Entry Date	Type	Status	Status Date	Name	Address	Apt.	
1	S6312	933766	SCRIE	7/27/16	Renewal	Under Review		Dolce, Scott	59 Maiden Lane	6C	■
2	S6312	889640	SCRIE	8/24/15	Initial	Approved	1/12/16	Dolce, Scott	59 Maiden Lane	6C	●

E. Search Tab Application Details

Once you click on the application number the Application Details page for the selected tenant will be displayed. The top of the page covers the basic information about the tenant and stays displayed at the top of the screen as you move from tab to tab on the page. Here is a breakdown of the three tabs found on the Application Details page:

1. **Rent Calculation Tab** – This tab displays rent and Tax Abatement Credit (TAC) information for the applicant's current approved benefit period.

Rent Calculation

| Rent Calculation | Document Upload | TAC Reports |

Rent Calculation

Order No.	Renewal Legal Rent	Calculated Tenant to Pay	Monthly TAC	Months	New Monthly TAC	Total TAC
RGB45-1	$963.90	$894.57	$69.33	11	$69.33	$762.63
					Total TAC:	$762.63

Individual TAC Summary

Order No.	TAC ID	Issued Date	Type	Effective Start	Effective End	Date Posted to Account	Total TAC	Amount Paid To Date	Balance
RGB45-1	T889640	1/12/2016	Credit TAC	9/1/2015	7/31/2016	5/18/2016	$762.63	$762.63	$0.00
						Total:	$762.63	$762.63	$0.00

TAC Transferred Details

S. No.	TAC ID	Exemption Period	M/Amt.	Months	Transferred	Posted	Tax Assessment Period
1	T889640	07/01/2015 - 12/31/2015	$69.33	6	$277.32	01/18/2016	07/01/2015 - 12/31/2015
2	T889640	01/01/2016 - 06/30/2016	$69.33	6	$415.98	01/18/2016	01/01/2016 - 06/30/2016
3	T889640	07/01/2016 - 12/31/2016	$69.33	6	$69.33	05/18/2016	07/01/2016 - 12/31/2016
		Total Amount Transferred:			$762.63		

Below are the descriptions for each section of the Rent Calculation tab:

a. **Rent Calculation:**

- Order No. – Rent Guidelines Board (RGB) Order No. in effect for the lease benefit period.
- Renewal Legal Rent – This is the rent recorded by the SCRIE-DRIE database as the rent in effect for the benefit period. If a lease was provided, the Renewal Legal Rent is the prior rent multiplied by the RGB percentage in effect for the lease benefit period. If a lease was not provided, the Renewal Legal Rent is the prior rent with no increase. If the applicant resides in a rent-controlled apartment, the Renewal Legal Rent is the total Maximum Collectible plus fuel, if any, for the benefit period or the prior Renewal Legal Rent if no Rent Control documents were provided upon renewal.
- Calculated Tenant to Pay – This is the amount of rent the SCRIE or DRIE beneficiary must pay their landlord.

- Monthly TAC – The difference between the Renewal Legal Rent and the Calculated Tenant to Pay.
- Months – The number of months in the benefit period or number of months in adjustment period.
- New Monthly TAC – If different from (d) above – this may be due to an adjustment done (MCI, Rent Control, etc.) The adjustment then gets added to Monthly TAC.
- Total TAC – Monthly TAC or New Monthly TAC multiplied by number of months in the benefit period or number of months in adjustment period.

b. **Individual TAC Summary:**
- Order No. – Rent Guidelines Board (RGB) Order No. in effect for the lease benefit period.
- TAC ID – Unique number for TAC benefit associated with applicant for benefit period = T plus Application ID.
- Issued Date – Date TAC was issued by DOF.
- Type – Refers to the type of TAC (Credit or Debit)
  - Credit – TAC is being credited to landlord.
  - Debit – TAC is being debited from landlord.
- Effective start – The date the benefit/adjustment begins.
- Effective end – The date the benefit/adjustment ends.
- Date Posted to Account – Date TAC was posted to landlord's property tax account.
- Total TAC – Monthly TAC or New Monthly TAC multiplied by number of months in the benefit period or number of months in adjustment period.
- Amount Paid to Date – Amount of Total TAC paid to the landlord to date.
- Balance – Balance of Total TAC owed to the landlord.

c. TAC Transferred Details:

- <u>S. No</u> – Sequence number.
- <u>TAC ID</u> – Unique number for TAC benefit associated with applicant for benefit period = T plus Application ID.
- <u>Exemption Period</u> – Six-month period which TAC is paid according to fiscal year (i.e. 1/1/2016 to 6/30/2016 or 7/1/2016 to 12/31/2016).
- <u>M/Amt</u> – Monthly TAC amount or the difference between the Renewal Legal Rent and the Calculated Tenant to Pay.
- <u>Months</u> – Number of months in TAC period.
- <u>Transferred</u> - Total amount of TAC transferred to landlord's Building/Block and Lot.
- <u>Posted</u> – Date TAC was posted to BBL.
- <u>Tax Assessment Period</u> – Six-month period which TAC is paid according to fiscal year (i.e. 1/1/2016 to 6/30/2016 or 7/1/2016 to 12/31/2016).

2. **Document Upload Tab** – Use this tab to submit all supporting documentation needed to process the SCRIE or DRIE application.

*Please review all documents prior to uploading them to this portal to ensure that they do not contain any personal identifying or confidential information such as Social Security Numbers. By proceeding, you acknowledge that the Department of Finance will not be liable for any damage arising from uploading data to the portal.

a. Follow the steps below to upload a document: Click the Add New link. This will insert a row for the document.

b. Select the type of document you will be uploading.

c. Click the Choose File button to navigate to your local computer to find the PDF file you are looking to upload.
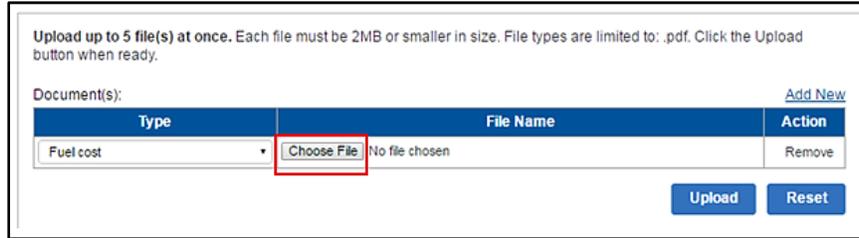
d. Select your file and then click the OPEN button to attach your file to the NYC LEAP Application.
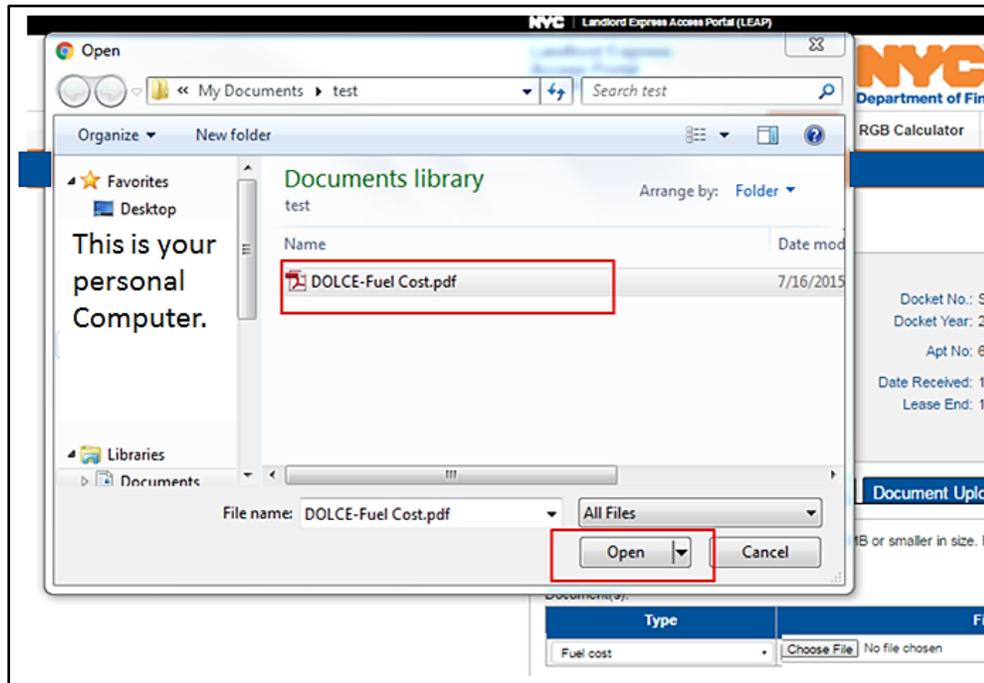
You will now see your file name on the screen.
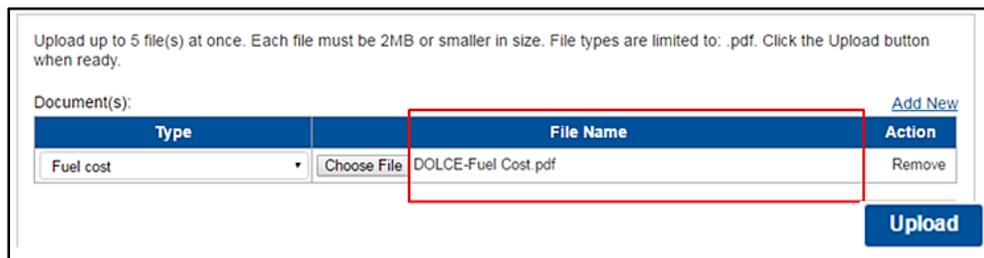
e. You now have three options:

    1) You can add another file by repeating steps A-D (Remember: you can only upload five (5) files at one time).

    2) You can remove the file from the queue to be uploaded.

    3) You can press the Upload button to send it to the Department of Finance for processing.

Upload up to 5 file(s) at once. Each file must be 2MB or smaller in size. File types are limited to: .pdf. Click the Upload button when ready.

Document(s):   Add New

Type	File Name	Action
Fuel cost ▾	Choose File DOLCE-Fuel Cost.pdf	Remove
		Upload

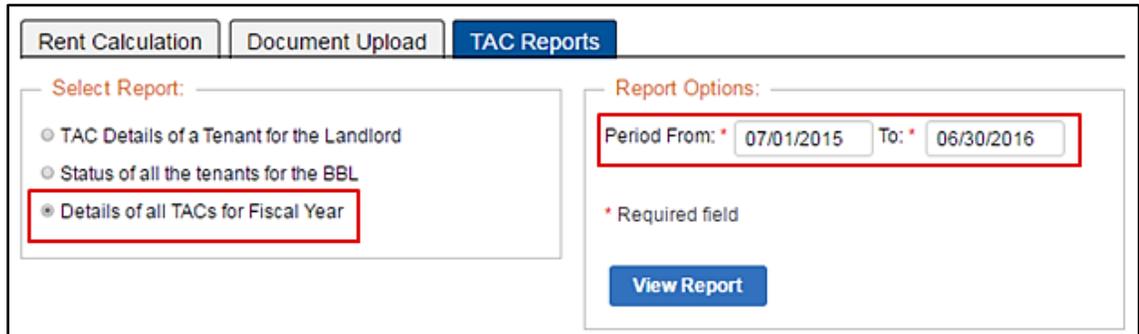3. **TAC Reports Tab** – You may run any of the three available reports by selecting the radio button to the left of the desired report. Once you have selected the report, click the "View Report" button to display the report. It will be displayed in a separate window.
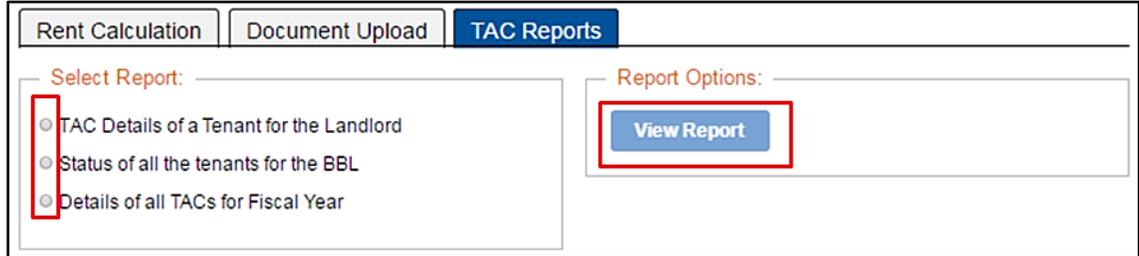
If you choose the third report, (Details of all TACs for Fiscal Year), you must select a time period before you click the "View Report" button.

Please note that if you do not enter the dates, the message box below will be will be displayed. Click Ok and enter the dates.
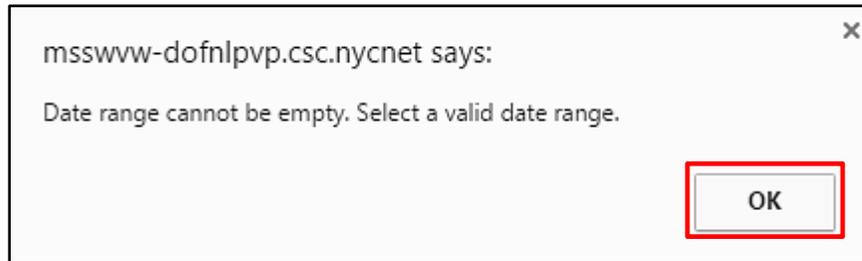
If you need to return to your search results, simply click the Back To List link found in the upper right hand corner of the Application Details page.

F. RGB Calculator Tab

This tool is to help owners and managing agents calculate the rent for the lease period. It uses the start date of the lease, the lease term, as well as the applicable order.

Follow the steps below to use the calculator:

1. Enter the start date of the tenant's new lease in the following format: mm/dd/yyyy. You can also select the date using the dropdown calendar.

2. Select the applicable term year for this new lease.

RGB Calculator

	Start Date *	Term *
Lease:	mm/dd/yyyy	--Select-- ▼
Order: *	▼	

--Select--
1 Year
2 Years

3. The term selected will determine the applicable RGB Order. A one-year term will yield a different dropdown selection result than a two-year term. If there is only one available order for the selected term it will be the default choice in the Order box. If there are multiple options for the term; such as a percentage and a rate, you must select the right one from the dropdown list.

RGB Calculator

	Start Date *	Term *
Lease:	09/01/2016	2 Years ▼
Order: *	#47 - 2.00 % ▼	

#47 - 2.00 %

4. Once the Lease / Term / Order are established, enter dollar amounts for current rent, increases and charges into the applicable fields. Please note: "Current Rent" is the only required field.

RGB Calculator

	Start Date *	Term *
Lease:	09/01/2016	2 Years ▼
Order: *	#47 - 2.00 % ▼	

Current Rent: *	$ 1,200.00
Order Increase:	$ 24.00
Lawful Rent Increases:	$ 0.00
Additional Charges:	$ 0.00
New Legal Rent:	$ 0.00

* Required field

Calculate   Reset

"Lawful rent increases" and "Additional charges" may also be entered, but are not required.

"Order Increase" and "New Legal Rent" are calculated fields. The rent increase will automatically be calculated in the Order Increase field based on the Order selected and the amount entered in the "Current Rent" field. "New Legal Rent" will show what the overall rent will be for the upcoming term. This field will populate once you click the "Calculate" button at the bottom of the page. The "Reset" button will clear all fields so you can do another entry.

G. My Account Tab

This provides the ability to manage your profile. It is broken down into four sections.

1. **Name/Address** – The section shown in the above image allows you to update the information displayed and submit it to DOF for processing. This is the same as submitting the paper Property Change Form found on our website. Once you have updated the information, click the Save button. Please note: If you are a managing agent, you can edit the displayed information. If you are an owner, the fields are read-only.

2. **Parcels** – This section allows you to manage the properties with which you are associated. You may add and remove properties as needed. To remove a listed BBL, simply click Remove found to the far right of that row.

You will be prompted to confirm your changes. When you are done with your changes, be sure to click the Save button.

When adding a new BBL, click the Add New link. A new line will open for you to enter the information. Select a borough from the dropdown menu and then manually enter the correct block and lot. Be sure to click Submit in the Action column. Please allow 12 to 24 hours for your request to be processed.

3. **Authorized Users** – This section allows you to assign rights to anyone you want to have access to your profile without giving them your access credentials. Once you enter the authorized user's email address and click submit, they will receive an email notification. They will still need a valid NYC LOGIN user name and password to access the NYC LEAP site. Once they enter the NYC LEAP application, they will have the same access and permissions as you. This means they can add/remove BBLs from the Parcels screen. They will also be able to upload documents, search for tenants' SCRIE or DRIE benefit information and run TAC reports.

My Account

Name/Address	**Authorized Users**		
	Authorized User(s):		Add New
Parcels	**#**	**Email Address**	**Action**
Authorized Users			
Activity			

Follow the steps below to add a user:

a. Click the Add New link.

Authorized Users

Authorized User(s):		Add New
#	**Email Address**	**Action**

b. Enter the email address of the person you are granting access to your profile. Make sure the email address you enter is the one they will use to log into the NYC LEAP application, then click Save. This will send an email to your authorized user.

Authorized Users

Authorized User(s):		Add New
#	**Email Address**	**Action**
	myemail@emailaddresses.com	Save Cancel

4. Activity – This section is a summary of all changes made in the system. It will also tell you the status of your request.

My Account

	Name/Address
	Parcels
	Authorized Users
	Activity

Activity

#	Type	Description	Status	Entry Date
1	Change Existing Profile	Changed First Name: Old (James) New (John) Changed Last Name: Old (WILLIAMS), New (Jacobs) Changed Organization: Old (112 FOSTER AVENUE LLC), New (5959 LLC) Changed Bldg No: Old (112) New (5959) Changed Address 1: Old (Tie Rd) New (Riverside Road) Changed Email: Old (username@myaccount.com) New (jjacobs@5959llc.com) Changed Phone Number: Old (7187888888), New (2122911111) Changed Phone Ext: Old (), New (325)	Submitted	username@myaccount.com 7/7/16 3:37PM
2	Change Existing Profile	Added Authorized User: username@myaccount.com		username@myaccount.com 7/7/16 3:37PM
3	Change Existing Profile	Changed Bldg No: Old ( ), New (1002) Changed Address 1: Old (), New (Foster ave) Changed Email: Old (), New (username@myaccount.com)	Submitted	username@myaccount.com 7/7/16 12:52PM
4	New BBL added	BBL: Brooklyn-5772-34	Approved	username@myaccount.com 7/7/16 12:52PM
5	File upload	Type: File: S3669.pdf Docket: S5530		uploader 7/6/16 11:46AM

H. Property Change Tab

*This tab is only visible when your credential status is set up as "Owner." You will not see this tab if your profile is set up as a managing agent.

This is an electronic version of the paper Property Change Form found on our website. This tab allows you to submit Property Change forms to the Department of Finance for processing. Once confirmed and processed, you will receive a confirmation email. If the change request is denied, you will also receive an email with the reason for the denial.

Follow the steps below for property changes:

1. To change or update your managing agent's information, enter the new or updated information in all required fields. Please note that all fields marked with an asterisk are required and must be filled in.

Property Change

Managing Agent Information

Name: *	Jack	Nimble
	Candle Wax LLC
Address: *	2525	Candlewax Drive
	5th Floor
City: *	New York
State: *	New York ▾
Zip: *	10314
Phone:	2125551212	1797

* Required field

Submit   Reset

2. Click on the box to the left of the BBL where you want to apply this new managing agent information. If you want to select all BBLs on the list, you can use the Select All link. If you clicked the Select All in error, just click on the Deselect All to remove the checkmark.
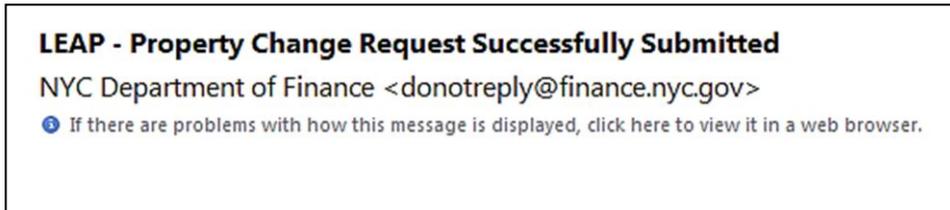
Parcel(s):   Select All | Deselect All

	Address/BBL
☐	59 Maiden Lane (Manhattan) 1-65-1
☑	1 Center Street (Manhattan) 1-112-40
☑	66 John Street (Manhattan) 1-68-5

1

3. Click the "Submit" button. You will receive on-screen confirmation if your request was successfully sent. You will also receive an email informing you that your request has been submitted.

Property Change

Your Property Change form was submitted successfully.

Managing Agent Information

On Screen

LEAP - Property Change Request Successfully Submitted

NYC Department of Finance <donotreply@finance.nyc.gov>

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Via Email

4. You will then receive a follow-up email alerting you of the status of your request (confirmed or denied). You can also see the status under the "My Account" tab by clicking the Activity link.