



ANNUAL TO DO LIST



DOB TASKS

- Schedule annual boiler & elevator inspections with your vendors
- Schedule any required Category 5 (5 year) inspection tests
- Post Benchmarking grades and Facade certificates as required.
- If Community District 1, 3, or 10, schedule your gas piping inspection or submit your certification for no piping system
- Prepare for Cycle 9 filings with your facade vendor
- Prepare and file LL 84 annual benchmarking report.
- Prepare and file LL 87 EER, if required for your building this year.
- Review permit expiration dates and renew if necessary.



DOF TASKS

- File tax estimates, declarations, returns, and extensions



FDNY TASKS

- Renew and inspect sprinkler/ standpipe units
- Renew and inspect A/C system permits
- Renew Place of Assembly permits
- Renew Certificates of Fitness



HPD TASKS

- Perform annual LL 55 inspections for residential units.
- Submit annual bedbug reporting for residential units



OTHER TASKS

- Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification
- Lock down a vendor for the 2020 – 21 safety notice mailings, fire safety document, and stove knob cover processes

WHAT'S NEW FOR 2022

New Signs Required

2021 saw several posting requirements. Make sure you stay compliant with these signs properly displayed in your buildings.

- Facade Certifications from DOB NOW
- Building Energy Efficiency Label (Benchmarking Grades)
- Hurricane Evacuation Zones Notices
- Smoke/Carbon Detecting Device Notices
- Fire Safety Signage
- Gas Leak Notice

NEW Elevator Inspection Requirements

The DOB officially announced that Periodic elevator inspections are now the sole responsibility of property owners. They must be performed by approved elevator agencies on behalf of building owners.

The new inspection requirements are in addition to existing Category 1 annual requirements, and Category 5 5-year requirements, as applicable.

Approved elevator agencies performing the inspections cannot be affiliated with the agency performing elevator maintenance in the building.

Please note that all dates and compliance information is as per the various NYC agencies and is subject to change. In addition, every building may have their own specific requirements and deadlines that can differ across borough, building type, etc. As such all above data is provided for informational purposes only, on an "as is" and "as available" basis. Jack Jaffa & Associates, 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.



Jack Jaffa & Associates

REAL ESTATE CONSULTANTS

www.jackjaffa.com | 718.855.6110 | info@jackjaffa.com

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2022 COMPLIANCE DEADLINES

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JANUARY

15TH

- Last day to distribute annual lead paint/window guard notices to residential tenants [DOHMH/HPD](#)
- First deadline in 2022 to distribute Fire Safety Guides to residential tenants [FDNY](#)
- Deadline to submit annual water tank inspection for 2021 calendar year [DOHMH/HPD](#)

31ST

- 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](#)

FEBRUARY

15TH

- Legal deadline for new, renewal, and change requests for the 2022-23 Co-op/Condo abatement (closes on the 16th) [DOF](#)

16TH

- 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](#)

21ST

- FISP Sub-Cycle 9C filing period opens (Blocks 1, 2, 3). 9A (4, 5, 6, 9) ENDS and 9B (0, 7, 8) is still open. [DOB](#)

MARCH

1ST

- Notify DOHMH of all non-responsive tenants and attempts to acquire information as part of annual safety notice mailings process [DOHMH/HPD](#)
- Deadline to appeal Assessment to Tax Commission for Class 2, 3, and 4 properties [DOF](#)

15TH

- Deadline for property owner personal exemptions (STAR, DHE, DRIE, Veterans, Clergy, SCHE, SCRIE) [DOF](#)
- Deadline to appeal Assessment to Tax Commission for Class 1 properties [DOF](#)

20TH

- Final day to pay reduced fines for FAIRER OATH Amnesty program. [DOF](#)

APRIL

1ST

- DHCR Registration begins in ARRO system (ends July 31st) [DHCR](#)

MAY

1ST

- Local Law 84 Benchmarking Report due for 2021 data (all covered buildings 25K square feet and up) [DOB](#)

31ST

- Last day of HPD Heat Season for 2021 - 22. [HPD](#)

JUNE

30TH

- Extended deadline for LL 152 filings in Community Districts 2, 5, 7, 13, and 18 [DOB](#)

SEPTEMBER

1ST

- Deadline for annual HPD registration. Required for multifamily residences (3+ units), designated residences, and hotels. [HPD](#)

OCTOBER

1ST

- 2022 - 2023 Heat Season begins
- New Building Energy Efficiency label available - replace existing label with latest score before Oct 31st [HPD](#)

NOVEMBER

1ST

- Deadline for annual cooling tower certification [DOB](#)

DECEMBER

31ST

- Final day to electronically file annual bedbug report for 11/1/21 - 10/31/22 [HPD](#)
- Last day to file annual elevator and boiler inspections for 2022 cycle via DOB NOW: Safety [DOB](#)
- Last day for annual lead paint inspections (LL 1) and allergen hazard inspections (LL 55) [HPD](#)
- Last day to submit Local Law 87 EER for buildings due in 2022 (covered buildings list - 50K sq. Ft - with a last digit of "2" as the building's tax block number) [DOF](#)
- Last day to perform gas piping system inspections or submit certifications for Community Districts 2, 5, 7, 13, and 18 in all boroughs [DOB](#)