

# 2024 COMPLIANCE DEADLINES

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## JANUARY

15<sup>TH</sup>

- Last day to distribute annual lead paint/window guard notices to residential tenants [DOHMH/HPD](#)
- First deadline in 2024 to distribute Fire Safety Guides to residential tenants [FDNY](#)
- Deadline to submit annual water tank inspection for 2023 calendar year [DOHMH/HPD](#)

31<sup>ST</sup>

- Deadline to apply for the multi-unit building collection program [DSNY](#)
- **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

15<sup>TH</sup>

- Legal deadline for new, renewal, and change requests for the 2024-25 Co-op/Condo abatement (closes on the 16<sup>th</sup>) [DOF](#)

16<sup>TH</sup>

- 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](#)

21<sup>ST</sup>

- Façade (FISP) Sub-Cycle 9C ends (Block numbers ending in 1, 2, 3). Reports must be filed for these blocks no later than this date. [DOB](#)

## MARCH

1<sup>ST</sup>

- 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](#)

15<sup>TH</sup>

- 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](#)

## APRIL

1<sup>ST</sup>

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

## MAY

1<sup>ST</sup>

- Local Law 84 Benchmarking Report due for 2023 data (all covered buildings 25K square feet and up) [DOB](#)

31<sup>ST</sup>

- Last day of HPD Heat Season for 2023 - 24. [HPD](#)

## AUGUST

1<sup>ST</sup>

- Early annual observation due for parking structures in Subcycles B and C (Manhattan CDs 8 and up; all other boroughs) [DOB](#)

## SEPTEMBER

1<sup>ST</sup>

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

## OCTOBER

1<sup>ST</sup>

- 2024 - 2025 Heat Season begins
- New Building Energy Efficiency label available - replace existing label with latest score before Oct 31<sup>st</sup> [HPD](#)

## NOVEMBER

1<sup>ST</sup>

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

## DECEMBER

31<sup>ST</sup>

- Final day to electronically file annual bedbug report for 11/1/23 - 10/31/24 [HPD](#)
- Last day to file periodic elevator inspections, CAT1s, and boiler inspections for 2024 cycle via DOB NOW: Safety [DOB](#)
- Last day for annual lead paint inspections (LL1) and allergen hazard inspections (LL55) [HPD](#)
- Last day to submit Local Law 87 EER for buildings due in 2024 (covered buildings list – 50K sq. Ft – with a last digit of “4” as the building’s tax block number) [DOF](#)
- Last day to submit gas piping system inspections or submit certifications for Subcycle A (Community Districts 1, 3, and 10 in all boroughs) [DOB](#)
- First annual parapet observation must be performed (no filing required) [DOB](#)
- Annual observations (not full inspections) due for all other parking structures (Manhattan CDs 1 - 7)



# 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.
- Prepare for LL97 rules that goes into effect this year.
- If Community District 1, 3, or 10, schedule your gas piping inspection or submit your certification for no piping system
- Complete any Cycle 9 filings with your facade vendor
- Prepare and file LL84 annual benchmarking report.
- Prepare and file LL87 EER, if required for your building this year.
- Review permit expiration dates and renew if necessary.
- Observe parapets and keep records to be supplied to the DOB upon request



## DOF TASKS

- File tax estimates, declarations, returns, and extensions



## FDNY TASKS

- Renew and inspect sprinkler/ standpipe units
- Review permit expiration dates and renew if necessary.
- Renew and inspect A/C system permits
- Renew Place of Assembly permits
- Renew Certificates of Fitness



## HPD TASKS

- Perform annual LL55 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 as per the DOHMH
- Lock down a vendor for the 2024 – 25 safety notice mailings, fire safety document, and stove knob cover processes
- Schedule the required XRF inspections as per LL31 no later than August 9, 2025.
- NEW FOR 2024** - Abate any lead-based painting on friction surfaces where children are known to reside prior to Jan. 1, 2025 by July 2027.

# WHAT'S NEW FOR 2024

## NEW Parapet Inspections

Starting in January 2024, property owners must observe/inspect their parapets to identify and correct hazards. The observations do NOT need to be submitted to the DOB, but reports must be kept for at least 6 years and be available upon request. You have until December 31st to complete this observation

## NEW Penalties for Failure to File a Statement of Registration

As per LL71, any person required to and who fails to file a statement of registration will be subject to civil penalties between \$500 and \$5000 (depending on the dwelling size). Plus, anyone who files a false statement will be subject to penalties between \$750 and \$5000.

## XRF Inspections

While technically not new for 2024 (this went into effect in 2020), the deadline to fulfill this requirement is August 9, 2025, which means you should already be taking care of it in 2024 (if you haven't done so yet). As per this new law, ALL units must have an XRF inspection by this date or within one year of a child under six moving in, whichever comes sooner.

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.

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