

MCI APPLICATION CHECKLIST

INSTRUCTIONS: Here is a checklist to help you prepare an MCI application for the DHCR. Make sure that each applicable box is checked before you submit your application.

ELIGIBILITY REQUIREMENTS

- Does the improvement either meet the DHCR's useful life standards, or, if not, has the DHCR granted a waiver for the improvement? The item being replaced must have exceeded its useful life according to the DHCR's useful life schedule, set out in DHCR Operational Bulletin 90-2.
- Is each rent-stabilized apartment properly registered with the DHCR? You must have filed initial apartment registrations as well as subsequent annual rent registrations.
- Are there any outstanding building-wide rent reduction orders in effect against you based on reduced services? If there are, file a PAR or apply to get the rent restored before filing your application.
- Are you filing your application before the deadline? Your application must be filed within two years after the date the work was physically completed.

APPLICATION REQUIREMENTS

- Have you completed the owner's application section of the MCI application? This is the form with "RA-79 (5/06)" at the bottom.
- Did you completely fill out Section A of Supplement 1? This is the form with "RA-79 Supplement 1 (5/06)" at the bottom.
- Did your contractor completely fill out Section B of Supplement 1? The contractor must also sign the affirmation at the bottom of this section.
- Does your application indicate in two places that the age of the item replaced exceeds that item's useful life? You must put this information on p. 2 of the owner's application and on Supplement 1.

- Does the total number of rooms listed on the rent roll in Supplement 2 match the number of rooms listed on p. 1 of the owner's application? Supplement 2 is the form with "RA-79 Supplement 2 (5/06)" at the bottom.
- Have you identified all the professional and commercial units in the building and their rents on the rent roll in Supplement 2?
- If you have a live-in super who doesn't pay rent, have you identified the super's apartment and given an approximate rental value of that apartment on the rent roll in Supplement 2?
- If you have commercial or professional tenants who benefit from the MCI, did you fill out Supplement 3? Supplement 3 has RA-79 Supplement 3 (5/06) on the bottom.
- Did you sign the bottom of p. 1 of the owner's application?
- Did you sign the bottom of Supplement 1?

OTHER DOCUMENTS NEEDED

- Have you attached copies of necessary governmental permits and approvals, where applicable, to the application?
- If permits and approvals aren't available, have you attached a copy of your application for the permit or approval with your MCI application?
- Have you attached proof of payment? If you paid by check, you must submit copies of checks, front and back, after they've cleared the bank. If you paid by cash, you must submit an affidavit from the contractor, a copy of the MCI work contract, and receipts or invoices indicating full payment.
- If your checks don't add up to the cost you're claiming on the application, have you included an explanation of the discrepancy on a separate attachment to the application?
- Have you attached a copy of the MCI work contract?