

HPD eRent Roll

User Guide

Last Updated September 22, 2020



For External users of HPD eRent Roll online portal

Table of Contents

I.	Introduction	2
II.	Setting up and Maintaining a NYC.ID	5
III.	Logging In/Uploading file	10
IV.	eRent Roll Upload Errors & FAQ	12
V.	Filling out an universal eRent Roll template	17

I. Introduction

The New York City Department of Housing Preservation and Development (HPD) has created an enhanced eRent Roll submission portal. The new open submission portal has been improved to enable you to:

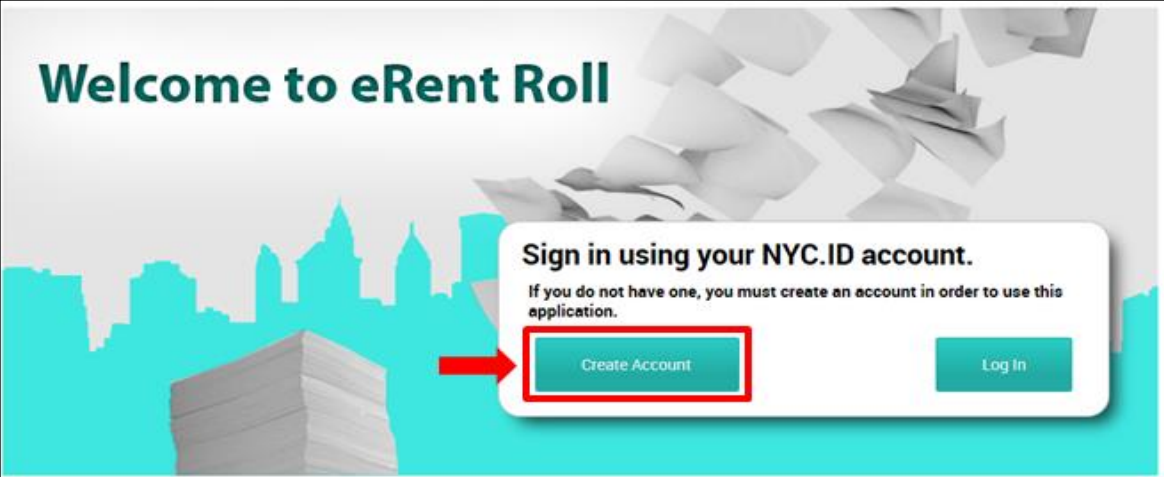
- Use a universal HPD Rent Roll template for all HPD submissions
- Search for buildings by address or Borough/Block/Lot
- Submit rent rolls for any building (with an HPD Building ID) as a registered user, eliminating the need to maintain access rights for specific buildings
- View/download previously submitted rent rolls

Please note that the Universal eRent Roll Template includes many fields, some of which are only relevant to certain business units within HPD. When a business unit requests a rent roll from you, they will specify if there are specific fields that are mandatory.

NOTE: A number of property management software suppliers have created reports to populate the HPD eRent Roll template by pulling the relevant information directly from a property owner's system. If you're unsure of whether this functionality is available to you, we recommend that you contact your software vendor.

Should you have any questions, please contact HPD's User Outreach Coordinator at rentroll1@hpd.nyc.gov or call (212)863-5087.

II. Setting up and Maintaining a NYC.ID

Steps	Process
1	To get started, navigate to the eRent Roll site: https://a806-err.nyc.gov/eRentRoll/RentRoll.html#/login
2	Before you can submit a rent roll, you will need to create a NYC.ID. *A NYC.ID is a log-in that is used by many sites across city agencies and is managed by the Department of Information Technology and Telecommunications (DoITT).
3	To set up a NYC.ID Account, click on the Create Account button on welcome page.  *If you already have a NYC.ID, please skip and go to section III.
4	The following fields are mandatory to set up an account: <ul style="list-style-type: none">• Email Address• Password• First Name• Last Name• Security Questions

Create Account

EMAIL

Email Address or Username: Enter your valid email address

Confirm Email Address or Username: Enter same email address for confirmation

PASSWORD

Password: Create your secure password

Confirm Password: Enter same password for confirmation

NAME

First Name: Enter First Name

Middle Initial:

Last Name: Enter Last Name

5 Select your desired security question from the three dropdown values, and enter your answer:

SECURITY

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question:

Answer:

Display Answers: Show Hide

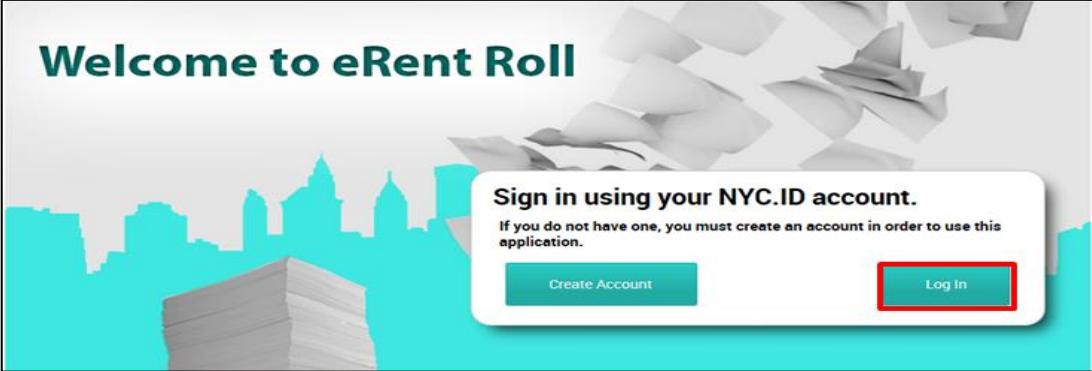
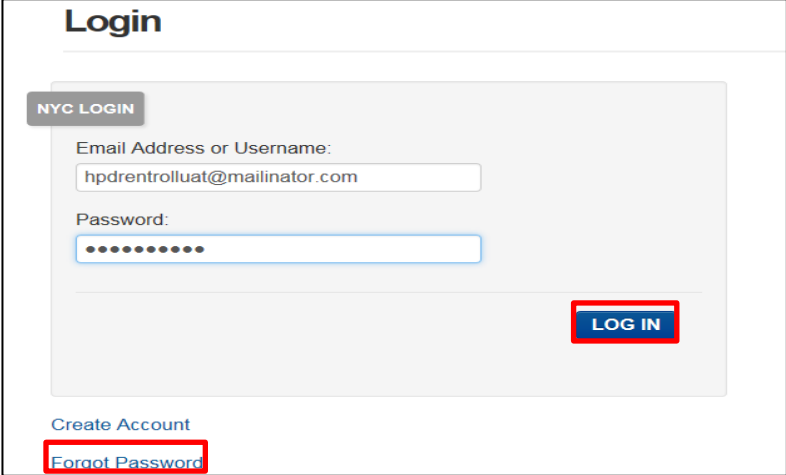
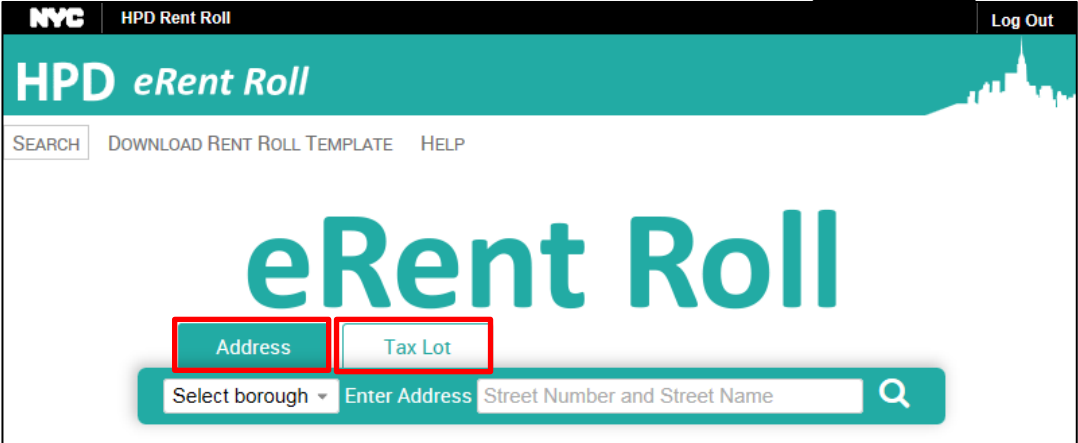
6 By checking the box, you will agree with terms and conditions provided. Select **CREATE ACCOUNT** button to complete with the registration.

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#).

CREATE ACCOUNT

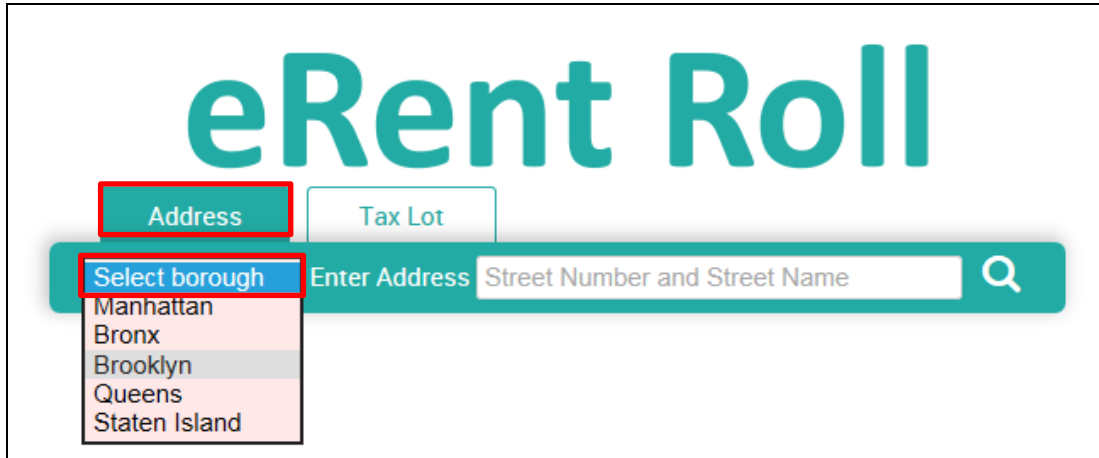
7	<p>An email notification will display:</p> <div data-bbox="251 233 1414 491" style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Confirmation Email Sent</h3> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <div style="background-color: #e6f2e6; padding: 10px; border: 1px solid #ccc;"> <p>Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.</p> </div> </div>
8	<p>You will receive a confirmation email message from NYC.gov. Email subject: "NYC.gov - NYC.ID Confirm your Email Address"</p> <p>*Note that eRent Roll is not activated until you have confirmed your email address. To confirm, open the email from NYC.gov sent to the email account you provided during registration and click on the link.</p> <div data-bbox="251 806 1495 1381" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> public inbox: jdoe@example.com </div> <div style="padding: 5px 0 5px 20px;"> <p>NYC.gov - NYC.ID Confirm Your Email Address Fri Feb 22 2019 12:11:22 GMT-0500 (Eastern Standard Time)</p> <p><small>NYC.gov [noreply@nyc.gov] text/html</small></p> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p>You have just created a user account with City of New York. If it was created in error, deactivate your account.</p> <p>Click this link to confirm your email address.</p> <p>If the above link does not work, paste the following address into your browser:</p> <p>https://accounts-nonprd.nyc.gov/account/validateToken.htm?guid=a09b0250568a41648facfe0f63c01644&token=RbsAwAYYSABDFDrpgKGzqrATSmsmWYhIsbVCqzESGgUVGSfHvERdaeckOkmSYGhK</p> <p>We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver all email messages regarding invitations and requests, and other system mail.</p> <p>You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.</p> <p>Thank you for using NYC.gov.</p> <p>Do Not Reply - Automatic Email</p> </div> </div>
9	<p>You now have a NYC.ID! Click Continue to navigate to the eRent Roll login screen.</p> <div data-bbox="251 1503 1414 1713" style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Email Address Confirmed</h3> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <div style="background-color: #e6f2e6; padding: 10px; border: 1px solid #ccc;"> <p style="color: green;">Congratulations, we successfully confirmed your email address. You may now log in.</p> </div> <div style="text-align: right; margin-top: 10px;"> CONTINUE </div> </div>

III. Logging In/Uploading file

Step	Process
1	<p>Navigate to eRent Roll page and click Log In</p> 
2	<p>Enter your email address and password that you registered with NYC.ID, then click Log In</p>  <p>*If you forgot your login to recover your password click on Forgot Password link, then repeat step 4, furnish a new password, and steps 7-9, respond to confirmation email, from section II.</p>
3	<p>You will land on eRent Roll Search page. Rent Rolls must be submitted for one building at a time. You may search for a building by the Address or Tax Lot:</p> 

To search by address:

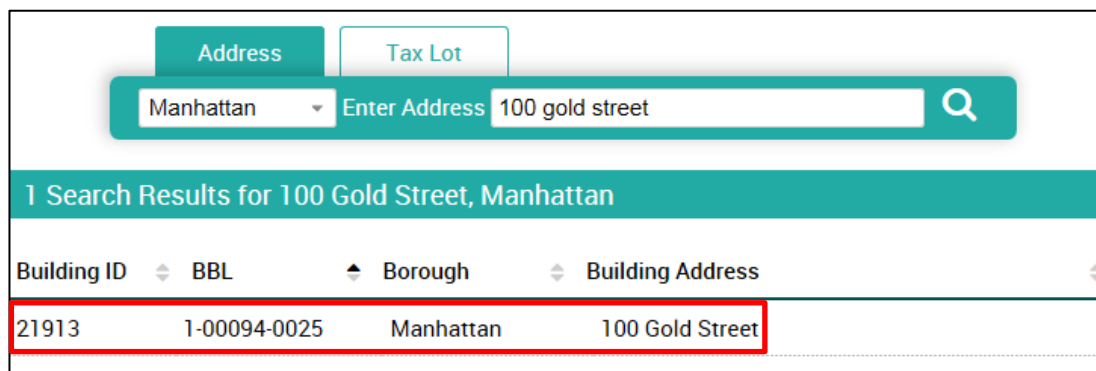
4 Click on the **Select borough**, move the mouse cursor over the borough your building is located in, and click on the borough name



5 Move the cursor over to the **Enter Address** text box and enter the address of the property, here, 100 Gold street. Hit return or click on the magnifying glass icon. HPD eRent Roll searches for a building record corresponding to the given address.
Note that you can write out Street or St. You do not need to capitalize letters.

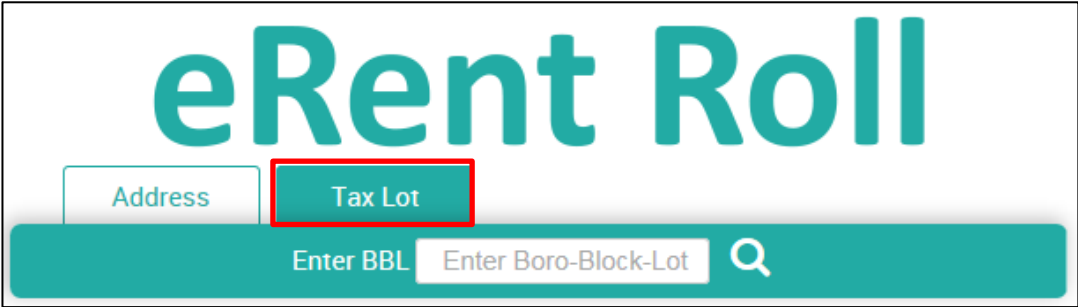


6 HPD eRent Roll will return the HPD Buildig ID (as see on HPD Online), BBL (Borough, Block, and Tax Lot), and the Address. Note that if a building is known by more than one address (has an AKA address), it will return the main address in HPD records.

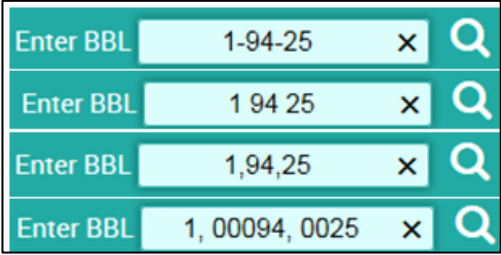


To Search by Tax Lot:

7 Click on **Tax Lot** on the Search page



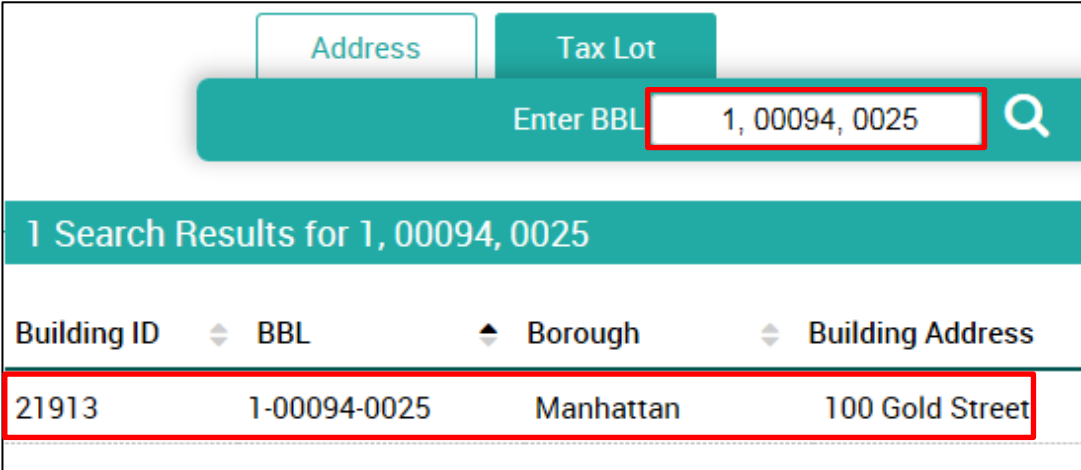
8 Enter the **Borough, Block, and Lot** in any of the following formats:



Use the code of the corresponding Borough

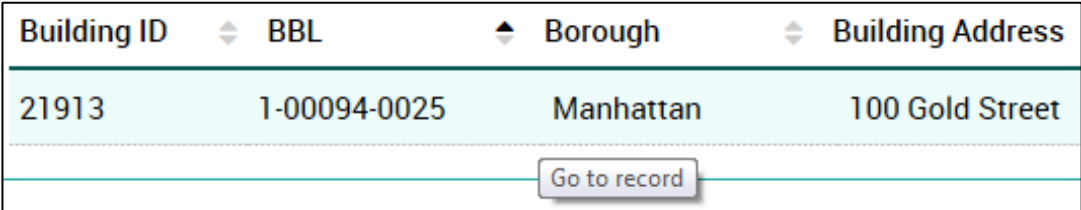
1	Manhattan
2	Bronx
3	Brooklyn
4	Queens
5	Staten Island

9 HPD eRent Roll will return the same building attributes for a Tax Lot search



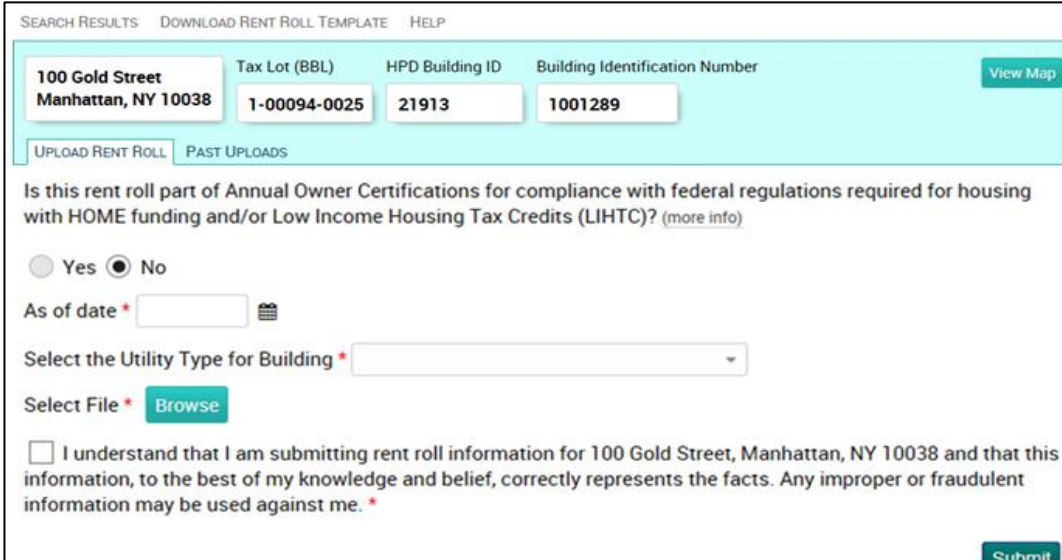
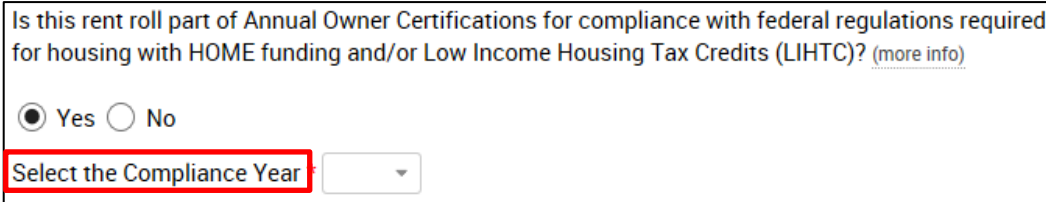
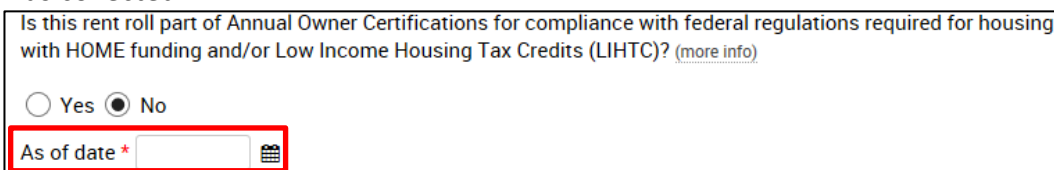
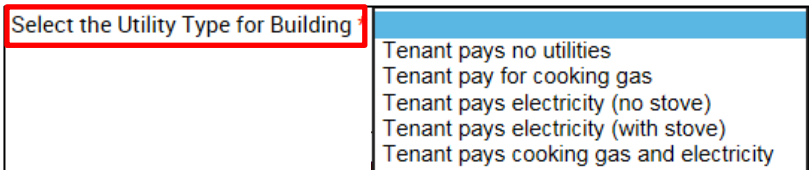
Building ID	BBL	Borough	Building Address
21913	1-00094-0025	Manhattan	100 Gold Street


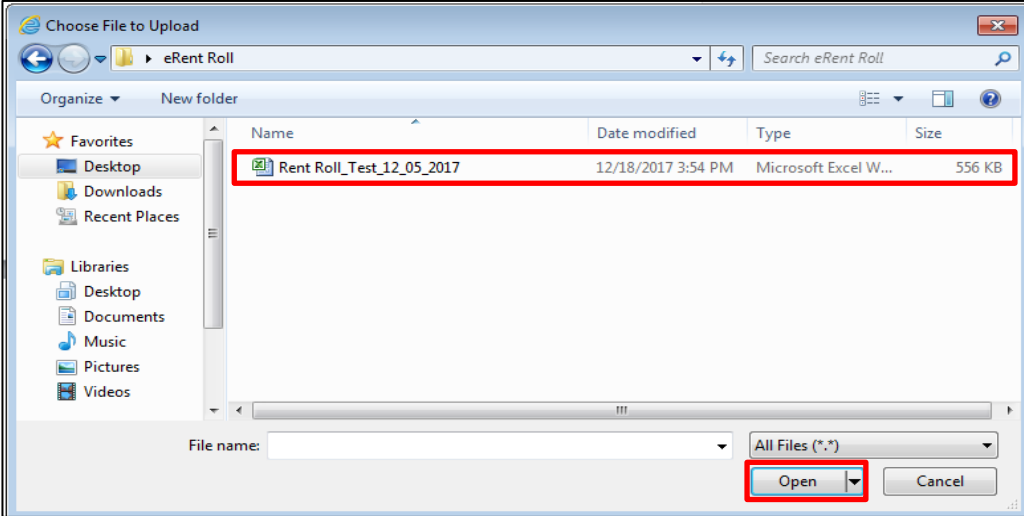

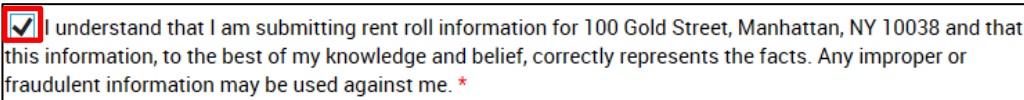
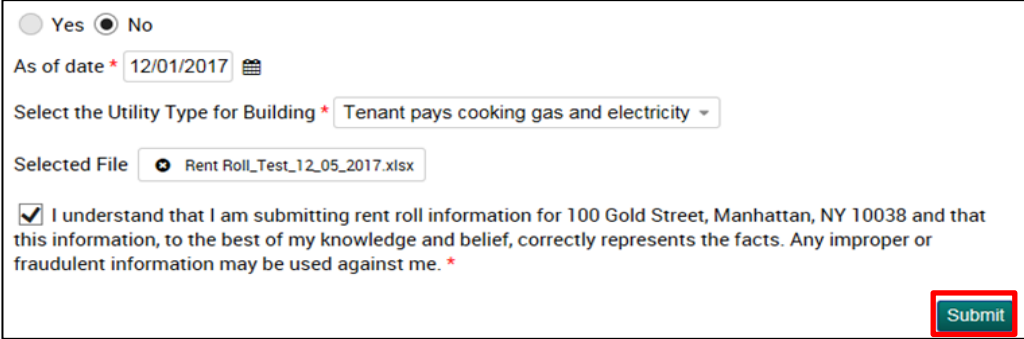
10 Double clicks and select the building you want to upload a Rent Roll for



Building ID	BBL	Borough	Building Address
21913	1-00094-0025	Manhattan	100 Gold Street

[Go to record](#)

<p>11</p>	<p>You will land on Building Upload page.</p> 
<p>12</p>	<p>The process for uploading rent roll is same across all programs; however, one step is different for HOME or Low Income Housing Tax Credit (LIHTC) compliance submissions.</p> <p>To upload for HOME/LIHTC program: Select ‘Yes’ checkbox which will enable you to upload for a specific compliance year. You will need to indicate the Compliance Year for which you are submitting. You may only submit one rent roll per building per compliance year.</p>  <p>To upload for NON- HOME/LIHTC program: Select ‘No’ checkbox which will enable you to upload for any particular month or year. Enter the “As of date” which indicates when the rent roll data was collected.</p> 
<p>13</p>	<p>Select the Utility types (if any) that tenants are responsible for paying your building.</p> 

14	<p>Click on Browse button to start uploading your rent roll</p> 
15	<p>Upload dialog box appears. Navigate to the Excel file saved on your computer and click on the file, highlighting it in red.</p> <p>- Click on the Open button in the lower right hand corner of the dialog box.</p> 
16	<p>Name of file will appear as the Selected File. If you wish to select a different file, click the X next to the file name and upload another file.</p> 
17	<p>Click the checkbox to confirm that the information you are sending is true to the best of your knowledge. Make sure the address matches the building you are submitting.</p> 
18	<p>Click the Submit button. After a few moments a confirmation message should appear that the rent roll has been successfully submitted.</p>  <p>*If you land on an error report page; please go to section IV to identify your Rent Roll errors.</p>
19	<p>You may now upload a rent roll for another building, or Log Out of the system.</p>

IV. eRent Roll Upload Errors & FAQ

Upload Errors

After you submit a rent roll, an error message will appear if the excel format is incorrect. Many upload errors can be avoided by leaving the excel format of the HPD Rent Roll template unchanged after you download it. However, you may hide or delete columns, change the font color or style, or reorder columns without issues. There are two types of errors on your report: Column Issues and Format Issues.

For Column Issues: It occurs when the column headers do not match the eRent Roll template.

Excel Example:

	A	B	C	D
1	HPD			
2	100 Gold Street			
3	New York, NY 10038			
4	Unit Name	Square Feet	Floor(Test Excel)	Number of Rooms
5	1-A	650.00	1	2.0
6	1-B	700.00	1	3.0
7	1-C	700.00	1	3.0

Column Error Example:

The rent roll you have tried to submit, **Rent Roll_Test_12_05_2017.xlsx**, has the following issues. Please make corrections and then go back to the Upload Rent Roll tab and try again.

[Export Report](#)

Column Name	Issue
Floor (Test Excel)	Unrecognized columns.
Unit Name	The column 'Unit Name' is missing.

Error Type A:

- If original column name is changed, it will return an error with the issue “Unrecognized columns”.
 - Do not change the name of the column headers.

Error Type B:

- If Unit Name is not in the first row, the error will be “The column ‘Unit Name’ is missing”.
 - Do not insert rows at the top of the template.

For Format Issues: Each column in the eRent Roll template is formatted to be either a number, text, or date. Changing the format (for example, writing ‘one’ instead of ‘1’) will result in an error report.

Excel Example:

F
Number of Bedrooms
one
one
one

Format Error Example:

Format Issues		
Unit Name	Column Name	Issue
1-A	Number of Bedrooms	Invalid number.
1-B	Number of Bedrooms	Invalid number.
1-C	Number of Bedrooms	Invalid number.



Error Type C:

- ‘Number of Bedrooms’ should be numerical; it will return an error with the issue “Invalid Number”.
 - Do not copy and paste data that is in a different format than the template.
 - The error message will indicate which unit has a format issue problem.

FAQ

Can I Change or Delete Uploaded Rent Rolls?

Once uploaded, rent rolls cannot be deleted. If you realize you made a mistake, you may upload a new rent roll with the same “As Of” date. The later submission will be what most HPD business units will use. This does not apply to HOME/LIHTC Compliance submissions; that business unit will contact you when you can upload a new rent roll.

How can I see previously uploaded rent rolls?

1. Search for a building and then click **Past Uploads**
2. Details for all previously uploaded rent rolls will appear. Rent rolls that were uploaded by you will have a **Download** button. You cannot download rent rolls uploaded by other users.
3. Click the **Download** button and the Excel spreadsheet will download. You may make any necessary changes to the rent roll, and use this updated version to submit a new rent roll.

211 Clinton Street
Brooklyn, NY 11201

Tax Lot (BBL)
3-00292-0002

HPD Building ID
222994

Building Identification Number
3003055

[View Map](#)

UPLOAD RENT ROLL

PAST UPLOADS

Search

Upload Date	HOME/LIHTC	As-of-Date	Upload By	Utility Type	Status	Rent Roll
09/25/2017	No	09/01/2017	J. Doe	Cooking Gas & Electricity (no stove)	Accepted	Download
09/14/2017	No	08/31/2017	J. Doe	Cooking Gas & Electricity (no stove)		Download

VI. Filling out the universal eRent Roll template

The Excel template has many columns in order to have one template that the entire Agency can utilize. Some column names may only be used for one business unit, others are used by many. Use the guide below to determine which fields are necessary for you to fill out. Generally, if you have been asked to provide a certain type of information in the past, continue to fill it out in the new template. As long as you use the exact column name as listed below, the order of the columns does not matter.

HPD Rent Roll Template Definitions

Note: All amounts are monthly. Do not include annual amounts for any field except annual household amounts. *Format noted in italics*

A	B	C	D	E	F	G	H
Unit Name	Square Feet	Floor	Number of Rooms	Balcony	Number of Bedrooms	Number of Bathrooms	Accessibility

Unit Name	<ul style="list-style-type: none"> - The name of the unit. Example: 1A. - For commercial units, include <i>Commercial</i> or <i>COM</i> in name, example: 1-COM - <i>This field must not be blank</i>
Square Feet	<ul style="list-style-type: none"> - The total floor area of the unit in terms of square footage. - <i>Must be numeric value</i>
Floor	<ul style="list-style-type: none"> - The floor that the unit is located on. - <i>Must be numeric value</i>
Number of Rooms	<ul style="list-style-type: none"> - The total number of rooms in the unit. Includes half rooms. - <i>Must be numeric value</i>
Balcony	<ul style="list-style-type: none"> - The unit has a balcony. - <i>Yes or No</i>
Number of Bedrooms	<ul style="list-style-type: none"> - The number of bedrooms in the unit. Can only be a whole number. - <i>Must be numeric value</i>
Number of Bathrooms	<ul style="list-style-type: none"> - The number of bathrooms in the unit. Includes half bathrooms. - <i>Must be numeric value</i>
Accessibility	<ul style="list-style-type: none"> - The unit meets mobility, and/or hearing /vision accessibility features. - <i>1= Mobility only; 2=Hearing/Vision only; 3= Mobility and Hearing/Vision</i>

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I	J	K	L	M	N	O	P
Rent Stabilized /Controlled	Maximum Allowable Income by AMI	Market or Super	HOME and or LIHTC	Set Aside	Excepted Unit	Tenant Paid Rent	Proposed Contract Rent

Rent Stabilized /Controlled	<ul style="list-style-type: none"> - Indicating whether the unit is rent stabilized or rent controlled. - <i>Enter RS or RC</i>
Maximum Allowable Income by AMI	<ul style="list-style-type: none"> - Affordability-restricted unit’s income as percent of area median income. Corresponding maximum income dollar amounts for different household sizes are determined annually by HUD. - <i>Must be numeric value/percent</i>
Market or Super	<ul style="list-style-type: none"> - Indicates if the unit is a market unit (with no AMI restrictions or HPD monitoring) or a superintendent unit. Market units may also be rent stabilized. - <i>Enter Market or Super</i>
HOME and or LIHTC	<ul style="list-style-type: none"> - Specifies if the unit is HOME, LIHTC, or both. - <i>Enter HOME, LIHTC or Both</i>
Set Aside	<ul style="list-style-type: none"> - Specifies whether the unit is set aside for a specific population. - <i>1=Homeless only; 2=Supportive only; 3=Senior only; 4=Homeless-Supportive; 5=Homeless-Senior; 6=Senior-Supportive; 7=Homeless-Senior-Supportive</i>
Excepted Unit	<p>Applicable to Section 8 units only.</p> <ul style="list-style-type: none"> - Whether the unit has an exception under Project Based Voucher rules for elderly, disabled, or both, i.e. the unit is specifically for that population. - <i>Yes or No</i>
Tenant Paid Rent	<ul style="list-style-type: none"> - The dollar amount that the tenant pays towards rent. This does not include any subsidies, non-optional charges, etc. - <i>Must be numeric value</i>
Proposed Contract Rent	<p>Applicable to Section 8 units only.</p> <ul style="list-style-type: none"> - The rent amount for the unit proposed by the owner. This amount may need to be adjusted based on rent reasonability. - <i>Must be numeric value</i>

Q	R	S	T	U	V	W	X
Approved Contract Rent	Other non optional charges	Legal Registered Rent	Collectable Rent	HUD Excess	HPD Surcharge	Arrears	Projected Rental Ready Date

Approved Contract Rent	<p>Applicable to Section 8 units only.</p> <ul style="list-style-type: none"> - The rent amount for the unit approved by DTR after conducting a rent reasonableness determination. Will be the lesser of the requested rent or the reasonable rent. - <i>Must be numeric value</i>
Other non optional charges	<ul style="list-style-type: none"> - Includes charges that all tenants must pay as a condition of occupancy. (Does not include charges paid only by certain tenants who request the use of a building amenity, like parking or storage.) - <i>Must be numeric value</i>
Legal Registered Rent	<ul style="list-style-type: none"> - The maximum legal rent registered with the New York State Department of Housing and Community Renewal (HCR) for rent-regulated units. This number goes up only in accordance with Rent Guidelines Board rules. - <i>Must be numeric value</i>
Collectable Rent	<ul style="list-style-type: none"> - The dollar amount a landlord receives for the unit from both tenant and any subsidies. - <i>Must be numeric value</i>
HUD Excess	<p>Applicable to Mitchell-Lama units subsidized by the federal 236 program only.</p> <ul style="list-style-type: none"> - An additional charge on rent to make it 30% of household income. - <i>Must be numeric value</i>
HPD Surcharge	<p>Applicable to Mitchell-Lama units only.</p> <ul style="list-style-type: none"> - An additional charge on rent for households whose income exceeds a certain threshold. - <i>Must be numeric value</i>
Arrears	<p>Applicable to Mitchell-Lama units only.</p> <ul style="list-style-type: none"> - Either the balance of outstanding charges to the unit (a positive dollar amount; example: tenant did not pay their entire share of rent in a previous month) or a non-subsidy credit that has been allocated to the unit (a negative total; example: tenant overpaid their share of rent in a previous month). - <i>Must be numeric value</i>
Projected Rental Ready Date	<ul style="list-style-type: none"> - The date that the landlord expects a vacant unit to become available for occupancy. - <i>Please enter date in m/d/yyyy format</i>

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
Move In Date	Is Vacant	Tenant Initial Lease Date	Lease End Date	Effective Date of Current Rent	Last Name	First Name	Last Four Digits of SSN	Household Size	Date of Birth	Is Disabled	Race	Ethnicity

Move In Date	<ul style="list-style-type: none"> - The date that the household physically moved into the unit. This may or may not be same date as the lease start date. - <i>Please enter date in m/d/yyyy format</i>
Is Vacant	<ul style="list-style-type: none"> - Indicates if the unit is occupied or not. - <i>Yes or No</i>
Tenant Initial Lease Date	<ul style="list-style-type: none"> - The start date of the original lease for the household in a unit. - <i>Please enter date in m/d/yyyy format</i>
Lease End Date	<ul style="list-style-type: none"> - The date when the current lease's terms end. - <i>Please enter date in m/d/yyyy format</i>
Effective Date of Current Rent	<ul style="list-style-type: none"> - The date that the current rent for the unit went into effect. - <i>Please enter date in m/d/yyyy format</i>
Last Name	<ul style="list-style-type: none"> - The last name of the head of household.
First Name	<ul style="list-style-type: none"> - The first name of the head of household.
Last Four Digits of SSN	<ul style="list-style-type: none"> - The last four digits of the head of household's social security number or Individual Tax Identification Number (ITIN).
Household Size	<ul style="list-style-type: none"> - The number of people in the household. - <i>Must be numeric value</i>
Date of Birth	<ul style="list-style-type: none"> - The date of birth of the head of household. - <i>Please enter date in m/d/yyyy format</i>
Is Disabled	<ul style="list-style-type: none"> - Indicates if any member in the household has a disability. - <i>Yes or No</i>
Race	<ul style="list-style-type: none"> - The race of the head of household. - <i>1 – White; 2 – Black/African American; 3 – American Indian/Alaska Native; 4 – Asian; 5 – Native Hawaiian/Other Pacific Islander; 6 – Other; 8 – Tenant did not respond</i>
Ethnicity	<ul style="list-style-type: none"> - The ethnicity of the head of household. - <i>1=Hispanic/Latino 2=Not Hispanic/Latino 3=Tenant Declined to Respond</i>

AL	AM	AN	AO	AP	AQ	AR	AS	AT
Annual HH Income	Household Income Upon Initial Occupancy	Effective date of income certification	Federal Assistance Amount One	Federal Assistance Source One	Federal Assistance Amount Two	Federal Assistance Source Two	Federal Assistance Amount Three	Federal Assistance Source Three

Annual HH Income	<ul style="list-style-type: none"> - The gross pre-tax income of all household members. - <i>Must be numeric value</i>
Household Income Upon Initial Occupancy	<ul style="list-style-type: none"> - The annual gross (pre-tax) household income at the time that the household first moved into the unit. - <i>Must be numeric value</i>
Effective date of income certification	<ul style="list-style-type: none"> - The date that the household income was certified for the compliance year covered by this rent roll. <ul style="list-style-type: none"> o Ex: If for compliance year 2019 income is certified as of 12/31/2019, the effective date is 12/31/2019. o Ex: If for compliance year 2019 income is not certified and income was most recently certified for a previous compliance year (for example, as of 12/31/2018 pursuant to a certification signed and dated on 2/15/2019), the effective date is the above-indicated "as of" date. - <i>Please enter date in m/d/yyyy format</i>
Federal Assistance Amount One, Two or Three	<ul style="list-style-type: none"> - The dollar amount of the assistance indicated in the "Federal Assistance Source One" field. Up to three federal subsidies can be listed on this rent roll. Use the other Federal Assistance Source and Amount two or three if there is more than one source. - <i>Must be numeric value</i>
Federal Assistance Source One, Two or Three	<ul style="list-style-type: none"> - The name of the federal assistance. Up to three federal subsidies can be listed on this rent roll. Use the other Federal Assistance Source and Amount two or three if there is more than one source. - <i>Must be numeric value</i>

AU	AV	AW	AX	AY	AZ	BA	BB
Non-Federal Assistance Amount One	Non-Federal Assistance Source One	Non-Federal Assistance Amount Two	Non-Federal Assistance Source Two	Non-Federal Assistance Amount Three	Non-Federal Assistance Source Three	Are all occupants full time students?	If yes, give explanation

Non-Federal Assistance Amount One, Two or Three	<ul style="list-style-type: none"> - The dollar amount of a specific non-federal assistance subsidy. Up to three non-federal subsidies can be listed on this rent roll. Use the other Non-Federal Assistance Source Amount Two or Three if there is more than one source. - <i>Must be numeric value</i>
Non-Federal Assistance Source One, Two or Three	<ul style="list-style-type: none"> - The name of the non-federal assistance. Up to three non-federal subsidies can be listed on this rent roll. Use the other Non-Federal Assistance Source Amount Two or Three if there is more than one source. - <i>1=DRIE/SCRIE; 2=CITY FEPS; 3=FEPS; 4=LINC; 5=MRT; 6=PA only; 7=SEPS; 10=Other non-federal assistance</i>
Are all occupants' full time students?	<p>Required field for HOME and Low Income Housing Tax Credit compliance.</p> <ul style="list-style-type: none"> - Indicates that each member of the household is a full-time student. - <i>Yes or No</i>
If yes, give explanation	<ul style="list-style-type: none"> - Only applicable if "Are all occupants full-time students?" is designated yes. Specify the exception for why all students are allowed to be full-time students. - <i>1=TANF Assistance; 2=Job Training Program; 3=Single Parent/Dependent Child; 4=Married/Joint Return; 5=Previous Foster care; 6=Extended-Use Period</i>