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2022 Price Index of Operating Costs

Survey of Rent Stabilized Apartment Building and Hotel Owners/Managers

Note: For this phase of the PIOC, we need information on insurance, labor, management costs, and heating characteristics. Information on all other costs is collected directly from the vendors who provide the goods and services to NYC rent stabilized apartment buildings and hotels.

Please answer ALL questions ONLY for the building identified below:

A. INSURANCE

1. Please give the following information for the insurance company that **currently** insures this building:

Name of Insurance Company _____

Name of Insurance Agency/Broker _____

Agent's Name _____ Phone # () _____

Policy # _____ Name of Policy Holder _____

2. When did the latest insurance policy for this building go into effect? _____ / _____
Mo Yr

3. What is the current annual cost to insure this building? \$ _____ / yr.
(Include all multiperil and liability insurance carried.)

4. What was the annual cost to insure this building the **previous** year? \$ _____ / yr.

5. Was there a change in the insurance policy from last year to this year? (circle one) **Yes** **No**

If yes, please indicate what changed (check **ALL** that apply) and if the change in your coverage was **REQUIRED** by your insurance company.

	<u>Increased</u>	<u>Decreased</u>	<u>Insurance Co. Required Change</u>
Insured Value	_____	_____	_____
Amount of Deductibles	_____	_____	_____
Maximum Liability Coverage	_____	_____	_____
Insurance Company Rates	_____	_____	_____
Other (Please explain) _____	_____	_____	_____

6. Did you receive a discount for building improvements? **Yes** **No**

7. Did you change insurance companies from last year to this year? **Yes** **No**

If the insurance company changed from last year to this year, please give the following information for the **previous** insurance company:

Name of Insurance Company _____

Name of Insurance Agency/Broker _____

Agent's Name _____ Phone # () _____

Policy # _____ Name of Policy Holder _____

B. LABOR

1. Are there any **union** laborers employed in this building? (circle one) **Yes** **No**

2. Are there any **non-union** laborers employed in this building? (circle one) **Yes** **No**

If the answer to question 2 is **yes**, please provide the following information for each **non-union** employee:

<i>Name</i>	<i>Phone #</i>	<i>Current Rate Per Hour/ or Week/ or Month</i>	<i>Rate 12 Months Ago</i>
Building Superintendent* _____ () _____		\$ _____	\$ _____

*To be considered a superintendent, the employee must perform most of the following duties: hire and train other building personnel; plan sequence of maintenance work; determine alterations and repairs required; determine work that can be completed by building personnel; obtain bids from contractors; submit bids and recommendations to supervisors; supervise contracted projects; purchase building and maintenance supplies; purchase equipment and furnishings; show apartments to prospective tenants. May also perform other janitorial duties.

Building Janitors/Porters** _____ () _____		\$ _____	\$ _____
_____ () _____		\$ _____	\$ _____

** To be considered a janitor/porter, the employee must perform most of the following duties: keep building clean and orderly; tend boiler; sweep hallways and stairs; handle trash; touch-up paint, plumbing, electrical wiring and other routine activities; notify management of need for major repairs; clean snow and debris from sidewalks and maintain outside of building.

3. Is a **rent-free apartment** provided for the building superintendent? (circle one) **Yes** **No**

If yes, how much would it rent for per month? Currently \$ _____ 12 months ago \$ _____

C. MANAGEMENT COMPANY

1. How is this building managed? (check one) Owners manage it themselves
 Owners contract to an **outside** management company

If this building **is** managed by an **outside** management company, please provide the name and address:

Company Name _____
 Manager's Name _____ Phone # () _____
 Address _____

How much was this company paid in annual fees for **2021** to manage this building? **2021** \$ _____

How much was this company paid in annual fees for **2020**? **2020** \$ _____

Were management fees for this building based on the rent roll? (circle one) **Yes** **No**

If yes, what percentage of the rent roll was paid in management fees? **2021** _____% **2020** _____%

D. HEATING CHARACTERISTICS

1. Was this building constructed before 1947? (*circle one*) **Yes** **No**

2. How many apartments are in this building?
(Please include all apartments, regardless of their rent regulation status) _____ (apartments)

3. Who is responsible for electricity costs in the **individual apartments** of this building? (*circle one*) **Tenant** **Owner**

4. What is the **heating system** in this building? (*check one*)

____ Heating Oil-only Burner (*see Question 5, then Question 8*)

____ Natural Gas-only Burner (*skip ahead to Question 6, then Question 8*)

____ Dual-Fuel Burner (*please complete Questions 5 through 8*)

____ Purchased Steam (*skip ahead to Question 8*)

____ Electricity (*skip ahead to Question 8*)

5. If this building utilizes **Heating Oil**, which grade of oil is *currently* used? (*check one*)

____ #2 Oil ____ #4 Oil

Name of Supplier: _____

6. If this building utilizes **Natural Gas** for heating:

a: From whom was it purchased? (*check one*)

____ Con Edison

____ National Grid

____ Other (Name of Supplier): _____

b: Are you an interruptible or temperature-controlled Natural Gas customer? (*check one*)

____ Yes

____ No

7. If this building has a **Dual-Fuel burner**, what is your best estimate of the percent of total heating costs in 2021 accounted for by Heating Oil and Natural Gas (total should equal 100%):

_____ Heating Oil (%) _____ Natural Gas (%)

8. What was the **total cost** for each of the fuels you used for heating this building in 2021? (note that it is not necessary to provide costs for utilities not used for heating, such as electricity in the common areas)

\$ _____ (Heating Oil)

\$ _____ (Natural Gas)

\$ _____ (Steam)

\$ _____ (Electricity)

Your Name _____ Your Phone Number () _____
(*please print*)

Your Email Address _____ (*please print*)