

NYC Rent Guidelines Board 2025 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, and administrative costs. 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? _____ / _____ (Month/Year)

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

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

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 change insurance companies from last year to this year? (circle one) **Yes** **No**

If yes, 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:

<u>Name</u>	<u>Phone #</u>	<u>Current Rate Per Hour/or Week/or Month</u>	<u>Rate 12 Months Ago</u>
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. MANGEMENT 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 following information:

Company Name _____ Phone # () _____

Manager's Name _____ Address _____

How much was this company paid in annual fees for **2024** to manage this building? **2024** \$ _____

How much was this company paid in annual fees for **2023**? **2023** \$ _____

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? **2024** _____ % **2023** _____ %

D. MANAGEMENT AND ADMINISTRATIVE COSTS

1. Was this building constructed before 1974? (*circle one*) **Yes** **No**
2. How many apartments are in this building?
(Please include all apartments, regardless of their rent regulation status) _____ (apartments)
3. Does an **outside** management company or agent service the building? (*circle one*) **Yes** **No**
- If yes, how are your yearly management fees computed? (*circle one*) **Fixed fee** **Percentage of rent roll****
4. Enter building management and administrative costs for your most recently ended bookkeeping year. **Exclude** wages and salaries paid to building maintenance personnel, on-site office personnel, or owner.
- a. Management fees (*outside management companies only*) \$ _____
- b. Accountant fees (*outside accounting/bookkeeping firms only*) \$ _____
- c. Attorney fees (*include only those fees paid directly to an attorney or court*) \$ _____
- d. Office supplies (*include only those supplies which aid in the maintenance of the **office**, e.g. pens, copy paper, printer ink, etc.*) \$ _____
- e. Equipment (*e.g. printers, computers, copy machines, and scanners*) \$ _____
- f. Communication services (*fees paid for internet, landline, and cell phone service*) \$ _____
- g. Advertising \$ _____
- h. Other Administrative and Management Expenses. Include only those expenses that have not been accounted for above and are a significant portion of your annual operating expenses. **Please list only one item per line.**
- i. _____ \$ _____
- ii. _____ \$ _____
- iii. _____ \$ _____
- Total Administrative Costs (include only those items listed above) \$ _____**

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

Your Email Address _____ (*please print*)