

*David Shurin*

Consulting Associates, Inc.

2917 Avenue M  
Brooklyn, NY 11210

Tel: 718-252-6617  
Fax: 718-252-6622

**MCI AUTHORIZATION**

Re: \_\_\_\_\_

1) \_\_\_\_\_, herein after referred to as the owner,  
**PRINT COMPANY NAME HERE**

by \_\_\_\_\_ hereby authorizes David Shurin  
**PRINT NAME OF PERSON SIGNING THIS AUTHORIZATION HERE**  
Consulting Associates, Inc., herein after referred to as the Consultant, to file for Major Capital Improvement rent increases with the N.Y.S. Dept. of Housing & Community Renewal (DHCR).


2) As full and complete compensation for this filing the owner will pay the consultant a fee equal to three (3) months of the increase based upon the order issued, or a minimum of \$2,500.00 per application, whichever is greater.

3) A retainer fee of \$1,250 is required to prepare the application, which will be refunded if the application is denied on its merits. The retainer will be credited towards the final fee when the increase is approved. For applications for MCI's on substantial facade work of over \$50,000 there is an additional retainer fee of \$1,250 for a total retainer fee of \$2,500.

4) If the owner cannot supply the consultant with the necessary information of documentation within one year of the date this authorization is signed, the consultant will drop the application and the owner will forfeit his retainer.

5) The owner hereby agrees to be responsible for the consultant's fee even if the building is sold and the increase is approved subsequent to the sale of the property, unless the new owner agrees to pay the consultant's fee. This agreement can only be in the form of signing the consultant's authorization.

6) The owner's signature below confirms that he has read the additional information noted on the back/second page of this authorization.

7) In a co-op/condo building, if the original reserve fund was used for the improvements, we cannot apply for an MCI rent increase. If your building is a co-op or condo, please initial that the reserve fund was not used.  \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
**SIGN YOUR NAME**

\_\_\_\_\_  
**PRINT YOUR NAME**

Your signature here also confirms that you have read the second page of this authorization

\_\_\_\_\_  
David Shurin Consulting Associates Inc.

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- 8) The owner understands that if a rent reduction is in effect for failure to provide services to the building, the MCI application may be denied.
- 9) The owner understands that if there are lead paint violations on the building, the MCI application may be delayed and possibly even denied. "C" violations need to be cleared by engineer/architect affidavit.
- 10) According to current regulations set forth by the DHCR, we cannot submit an application without all of the following:
  - A) Signed contractor forms.
  - B) Evidence (cancelled checks and bank statements) of full or at least partial payment for the work performed.
  - C) Registration summary for the current year. **Please note that if your building is not registered by June of the current year, you will lose retroactivity once you get your MCI order.**
  - D) To be eligible for MCI Rent Increases you had to have registered your building for at least the last four (4) years. PLEASE MAKE SURE THAT THIS WAS DONE.
  - E) Applications and/or sign-offs for the work done that need filing such as heating, elevator, plumbing, wiring, and compactor.
- 11) In order to be able to charge the MCI increase, tenants leases must contain the clause that they will be bound by determinations of the DHCR.
- 10) If a tenant moves in during the application period, you will not be able to charge that tenant the MCI increase unless the lease specifically contains a clause referring to the pending application and its docket number.
- 12) **According to a law passed June, 1988, buildings that receive J-51 benefits will have their annual MCI increases reduced by half of the annual J-51 benefits for work begun after June, 1988.** You may call our office with questions on how this will affect you.
- 13) **IF YOUR IMPROVEMENT IS APPROACHING THE "TWO YEAR FROM COMPLETION" MARK LET US KNOW BY INCLUDING A BIG NOTE PROMINENTLY IN YOUR PACKAGE. This will notify us that we must give your package priority handling since we need time to obtain paperwork from contractors.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGN YOUR NAME

\_\_\_\_\_  
PRINT YOUR NAME