

RESOLUTION

(R-24-XX)

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF POUGHKEEPSIE, NEW YORK DECLARING A HOUSING EMERGENCY AND REGULATION OF RENTS PURSUANT TO THE EMERGENCY TENANT PROTECTION ACT

SPONSORS:

WHEREAS, a housing vacancy analysis performed by the Collective for Community, Culture and Environment (CCCE) in November and December 2023 found a vacancy rate of 3.96% for multifamily buildings with six or more units which buildings were completed prior to January 1, 1974; and

WHEREAS, the rental vacancy rate of 3.96% is less than the 5% vacancy rate established in New York Unconsolidated Laws §8623(a) [also known as Chapter 249-B Emergency Tenant Protection Act of 1974, §3(a)]; and

WHEREAS, a public hearing was held on Tuesday, May 7, 2024 pursuant to New York Unconsolidated Laws §8623(c) [also known as Chapter 249-B Emergency Tenant Protection Act of 1974, §3(c)].

NOW, THEREFORE, BE IT RESOLVED, that the City of Poughkeepsie Common Council declares that an emergency exists as set forth in the Emergency Tenant Protection Act (ETPA) and that immediately upon the adoption of this resolution, the provisions of the ETPA shall apply to those buildings in the City of Poughkeepsie containing six or more rental units completed prior to January 1, 1974; and

BE IT FURTHER RESOLVED, that the Common Council recognizes its obligations New York Unconsolidated Laws §8623(b) [also known as Chapter 249-B Emergency Tenant Protection Act of 1974, §3(b)] that this emergency must be declared at an end once the vacancy rate exceeds 5%.

Therefore, the Council shall periodically budget for the resources to review the then-applicable vacancy rate.

SECONDED BY: _____

DRAFT

City of Poughkeepsie, NY: Housing Vacancy Rate Analysis - Brief for the Common Council

The Collective for Community, Culture and Environment (CCCE) conducted an analysis of the City of Poughkeepsie's Housing Vacancy Rate for buildings that were completed prior to January 1, 1974, and contain at least six (6) dwelling units. The study as detailed below found a vacancy rate of 3.96% on November 1, 2023. Since the vacancy rate for these properties is less than 5%, pursuant to the NYS Emergency Tenant Protection Act they are eligible for the City of Poughkeepsie to consider declaring a housing emergency.

The study was based on the same methodology used by CCCE in the Village of Ossining ETPA study in 2018, using the US Census Bureau's definition for housing vacancy rate. Vacant housing units are those that are available for rent and not those that are vacant due to cleaning and construction, such as painting, repairs, and renovation, or being used for storage. Housing Vacancy Rate was calculated by dividing the number of vacant units available for rent on a specific date (November 1, 2023) by the total number of units. Total number of units used to compute the vacancy rate is equal to the sum of vacant units available for rent and occupied units. Units vacant due to cleaning/painting/repairs were subtracted from the total number of units as well as vacant units in that property. Subsidized housing was not considered to be eligible for the study.

Before the surveys started, on November 4, 2023, the City of Poughkeepsie sent a letter introducing the housing vacancy study and the CCCE to all eligible owners or their representatives. The letter advised them to respond to the survey by the deadline and that failing to do so would result in their property being counted as having zero vacancy.

The vacancy analysis was based on information obtained primarily from the owners, managers, or superintendents of the buildings, using a three-pronged approach that included mail surveys, an on-site observation, and a phone survey. Members of the CCCE, with the assistance of students from Vassar College's Urban Studies program and Pratt Institute's Graduate Center for Planning and the Environment, conducted the study.

Summary Table: Vacancy Status of Properties Included in the Vacancy Rate Analysis

Properties Included in the Study	112
Total number of responses	68
Response Rate	61%
Total number of units included in study	1494
Total number of units reported to be vacant on 11/1/2023	88
<i>Total number of vacant rental housing units unavailable for rent on 11/1/2023</i>	30
<i>Total number of vacant rental housing units available for rent on 11/1/2023 (TVH)</i>	58
Total number of units - Number of units not available for rent = TRH	1464
Housing Vacancy Rate (TVH/TRH)	3.96%

City of Poughkeepsie, NY: Housing Vacancy Rate Analysis Report

Evren Uzer
Devyani Guha
Yvette Shiffman
Ayse Yonder



Collective for
Community, Culture
and Environment

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April 3, 2024

City of Poughkeepsie, NY
62 Civic Center Plaza
Poughkeepsie, NY 12601
Attn: Joseph Donat

Dear Mr. Donat,

The Collective for Community, Culture and Environment is pleased to submit to the City of Poughkeepsie its Report on the Housing Vacancy Rate Analysis for residential properties in the City with six or more units that were built before January 1, 1974. The CCCE Housing Vacancy Study conducted primarily in November – December 2023 found a vacancy rate of 3.96% for these properties.

The attached report contains a review of the process and the methodology used to conduct the study, and our findings, including tables and maps describing these findings in detail.

Please let us know if you have any questions on this material. As per our discussion, we are planning to make a presentation of this work to the Common Council.

Thank you for the opportunity to work with the City of Poughkeepsie on this important topic.

Sincerely,

Evren Uzer,
On behalf of the CCCE Project team

CITY OF POUGHKEEPSIE: HOUSING VACANCY RATE ANALYSIS REPORT

Introduction

The Collective for Community, Culture and Environment (CCCE) entered into a contract with the City of Poughkeepsie to conduct an analysis of the City's Housing Vacancy Rate on October 9, 2023.

The project sought to determine the housing vacancy rate in buildings that were completed prior to January 1, 1974, and contain at least six (6) dwelling units. Subsidized housing was not considered to be eligible for the study. The vacancy rate analysis can be used by the City of Poughkeepsie to determine whether a housing emergency as defined by the NYS Emergency Tenant Protection Act (ETPA) exists for this class of buildings.

The project commenced when the addresses of record for each property that met the specific criteria were received by CCCE from the City of Poughkeepsie on October 30, 2023. While waiting for the address data, the CCCE team prepared the survey instruments, translated them into Spanish, and hired students to assist with the on-site observations. Members of the CCCE, with the assistance of students from Vassar College's Urban Studies program and Pratt Institute's Graduate Center for Planning and the Environment, conducted the study.

Methodology and Process

The study was based on the same methodology used by CCCE in the Village of Ossining ETPA study in 2018. It uses the US Census Bureau's definition for housing vacancy rate. Vacant housing units are those that are available for rent and not those that are vacant due to cleaning and construction, such as painting, repairs, and renovation, or being used for storage.

Housing Vacancy Rate is calculated by dividing the number of vacant rental housing units available for rent on a specific date by the total number of rental housing units. Total number of rental housing units used to compute the vacancy rate is equal to the sum of the vacant housing units available for rent and occupied housing units.

To provide a uniform baseline for the study, all eligible properties were asked to report the number of vacant rental housing units that were available for rent on November 1, 2023. When owners/property managers reported that rental housing units were vacant due to cleaning/painting/repairs to get them ready for renting or were undergoing renovations, these were noted as "Vacant Rental Housing Units Unavailable for rent". In such cases, the vacancy rate was calculated by deducting the "Vacant Rental Housing Units Unavailable for rent" from the total number of rental housing units as well as total number of vacant rental housing units in that property. Non-responses were counted as zero vacancy.

***Total Rental Housing Units – Vacant Rental Housing Units Unavailable for rent
= Total Rental Housing Units for Vacancy Rate (TRH)***

***Total Vacant Rental Housing Units – Vacant Rental Housing Units Unavailable for rent
= Total Eligible Vacancies (TVH)***

Housing Vacancy Rate = TVH/TRH

The study of the vacancies in the subject buildings was based on information obtained primarily from the owners, managers, or superintendents of the buildings, using a three-pronged approach that included mail surveys, an on-site observation, and a phone survey.

Before the surveys started, on November 4, 2023, the City of Poughkeepsie sent a letter introducing the housing vacancy study and the CCCE to all eligible owners or their representatives. The letter advised them to respond to the survey by the deadline and that failing to do so would result in their property being counted as having zero vacancy.

First component of the study was to contact the owners by mail. As noted above, the universe for this study was the total number of residential units in buildings that were completed prior to January 1, 1974 and contain at least six (6) dwelling units. Addresses of record for properties that fit these specifications were obtained from the City of Poughkeepsie's Tax Assessor's Office and mapped by location.

A survey with a cover letter was sent by certified mail to all properties on November 6, 2023, with a response deadline of November 17, 2023. The letters requested a response regarding the number of vacant units that were available for rent on November 1, 2023. Responses could be sent either by mail, e-mail or by filling out an online survey form. The letter stated that a non-response would be counted as zero vacancy. The same survey and cover letter was sent again by regular mail on November 20, 2023, to properties where it was not clear if they had received the certified mailing, with a response deadline of December 8, 2023. This letter also stated that a non-response would be counted as zero vacancy. Mail deliveries and returns were noted for all properties.

The second component of the study, on-site observations, were conducted on November 10-11, 2023. They entailed an external visual inspection of eligible properties to note signs of occupancy or construction. During the field visits, CCCE members, accompanied by graduate and undergraduate students, also talked to the building superintendent, if available, or tenants to obtain information on vacancies. An additional on-site observation survey of several buildings was conducted on December 1-2, 2023, to clarify some issues with individual buildings. Six students (four from Vassar College, two from Pratt Institute) assisted with this phase.

The third component of the study was a phone survey to get the information from eligible buildings for vacant rental housing units that were available on November 1, 2023. Phone calls were made to those who had not yet responded or to clarify information from those who had already responded. This phase was significantly delayed as the City of Poughkeepsie could not provide any phone numbers for eligible properties, and additional research had to be conducted to find the numbers. Phone calls were made to all properties where we had phone numbers starting on December 7, 2023 and gave a deadline for response by December 18, 2023. Each property was called at least 2-3 times and messages were left. In our phone conversation and messages, team members identified themselves and stated the reason for the inquiry as the conduct of a Housing Vacancy Study for the City of Poughkeepsie. Responses were accepted until December 23, 2023.

Further, in cases of small discrepancies between the total number of units indicated by the owner and the Tax Assessor's information, the information was cross-checked with the Tax Assessor's office and the Buildings Department. The final calculations were based on the final unit count provided by them. The residential and commercial unit count for some of the buildings also had to be checked so that the number of commercial units could be excluded from vacancy calculations.

Finally, when responses were not clear regarding vacancies due to discrepancies or were very divergent from the average information reported by most owners/representatives, a final survey mailing was sent to 10 property owners/managers (some with multiple properties) on January 25, 2024, requesting the same response as all other survey letters sent earlier. This letter indicated that commercial units should not be included in the total unit count, vacancy information should be provided for rental housing units only, and that no response would indicate zero vacancy. This letter also informed the recipient of Senate Bill S1684A which had been signed into law by the Governor on December 8, 2023. The response deadline for this survey was February 2, 2024, and responses were accepted until February 8, 2024.

Findings

The final survey included 112 properties with 1,494 units. The response rate was 61%.

Subsidized units (965) that were on the initial list that we received from the Tax Assessor were exempted from the analysis.

The **overall vacancy rate** for buildings that were completed prior to January 1, 1974, and contain at least six (6) dwelling units in the City of Poughkeepsie is **3.96%**.

Table 1. *Summary of Vacancy Status of Properties Included in the Vacancy Rate Analysis*

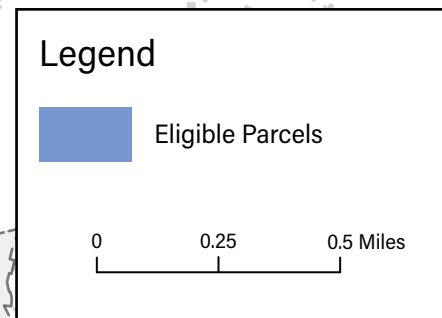
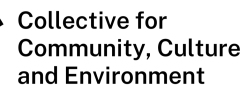
SUMMARY TABLE	
Properties Included in the Study	112
Total number of responses	68
Response Rate	61%
Total number of rental housing units included in study	1494
Total number of rental housing units reported to be vacant on 11/1/2023	88
<i>Total number of vacant rental housing units unavailable for rent on 11/1/2023</i>	<i>30</i>
<i>Total number of vacant rental housing units available for rent on 11/1/2023 (TVH)</i>	<i>58</i>
Total number of rental housing units - Number of rental housing units unavailable for rent = TRH	1464
Housing Vacancy Rate (TVH/TRH)	3.96%

Conclusion

In conclusion, the City of Poughkeepsie Housing Vacancy Analysis conducted by CCCE primarily in November and December 2023 as detailed above found a vacancy rate of 3.96% on November 1, 2023, for the properties built before 1974 and containing at least 6 units. Pursuant to the NYS Emergency Tenant Protection Act because the vacancy rate for these properties is less than 5%, they are eligible for the City of Poughkeepsie to consider declaring a housing emergency.

Map 1 - *Spatial distribution of properties included in the vacancy analysis*

Eligible Parcels for the City of Poughkeepsie Housing Vacancy Study



Acknowledgements

The CCCE Poughkeepsie Housing Vacancy Team would like to thank the following people for their assistance with the project:

Linda Cohen (CCCE) for assistance with on-site observations and phone surveys

Pratt Graduate Students Tal Litwin and Sage Dumont for assistance with GIS mapping and on-site observations

Vassar Students Spencer Ames, Mason Rowe, Elias Gorant, and Arlo Lennert for assistance with on-site observations. Spencer Ames also helped with researching phone numbers of property owners

Heather LaVarnway, Dutchess County Department of Planning and Development, for assistance with locating subsidized housing units for exclusion from study

Woody Pascal, DHCR, for assistance with locating subsidized housing units for exclusion from study

John Taylor, Tax Assessor, City of Poughkeepsie, for assistance with verifying property eligibility and housing unit counts

Eric Phillip, Building Inspector, City of Poughkeepsie, for assistance with verifying property eligibility and housing unit counts

Joseph Donat, Interim Development Director, City of Poughkeepsie, for assistance with the various aspects of this study.

We also consulted [The City of Poughkeepsie Housing Needs Assessment 2022](#) for identifying subsidized housing units.

APPENDIX A
Eligible Properties with Vacancy Information

Year Built	Property Address	Total No. of Units	No. of vacant units 11/1/2023	No. of vacant units not available for rent 11/1/2023	Total units for vacancy count (TRH)	Total vacant units available for rent 11/1/2023 (TVH)	Vacancy rate
1900	60 Academy	7	0	0	7	0	0.00%
1920	69 Academy	6	0	0	6	0	0.00%
1912	76 Academy	14	0	0	14	0	0.00%
1958	166 Academy	36	1	0	36	1	2.78%
1936	24 Barclay	14	0	0	14	0	0.00%
1925	80 N. Bridge	6	0	0	6	0	0.00%
1890	97 N. Bridge	6	0	0	6	0	0.00%
1950	48 Cannon	9	3	0	9	3	33.33%
1922	120 Cannon	14	1	1	13	0	0.00%
1920	137 Cannon	6	2	0	6	2	33.33%
1922	55 Carroll	24	7	7	17	0	0.00%
1922	60 Carroll	25	3	0	25	3	12.00%
1931	76 Carroll	7	0	0	7	0	0.00%
1922	82 Carroll	19	7	0	19	7	36.84%
1910	64-66 Catharine	6	2	0	6	2	33.33%
1900	398 Church	14	6	0	14	6	42.86%
1950	400 Church	12	4	4	8	0	0.00%
1920	45 N. Clinton	6	0	0	6	0	0.00%
1910	51 N. Clinton	6	1	0	6	1	16.67%
1920	4 S. Clinton	7	2	2	5	0	0.00%
1900	45 S. Clinton	6	1	0	6	1	16.67%
1900	3 College	8	0	0	8	0	0.00%
1920	20-24 Cottage	9	0	0	9	0	0.00%
1920	12 Delano	6	0	0	6	0	0.00%
1922	1 Flannery	292	0	0	292	0	0.00%
1968	31 Forbus	44	2	2	42	0	0.00%
1905	32 Forbus	6	1	1	5	0	0.00%
1925	1 Fountain	13	0	0	13	0	0.00%
1900	120 Franklin	6	0	0	6	0	0.00%
1905	132 Franklin	6	0	0	6	0	0.00%
1922	138 Franklin	7	0	0	7	0	0.00%
1920	77 Garden	6	0	0	6	0	0.00%
1910	78-80 Garden	7	1	0	7	1	14.29%
1920	79 Garden	6	0	0	6	0	0.00%
1920	46 N. Hamilton	6	0	0	6	0	0.00%

Year Built	Property Address	Total No. of Units	No. of vacant units 11/1/2023	No. of vacant units not available for rent 11/1/2023	Total units for vacancy count (TRH)	Total vacant units available for rent 11/1/2023 (TVH)	Vacancy rate
1900	19 S. Hamilton	7	0	0	7	0	0.00%
1900	37 S. Hamilton	6	0	0	6	0	0.00%
1890	51 S. Hamilton	6	0	0	6	0	0.00%
1900	57-65 S. Hamilton	24	2	0	24	2	8.33%
1927	82 S. Hamilton	27	0	0	27	0	0.00%
1890	89 S. Hamilton	6	0	0	6	0	0.00%
1922	91 S. Hamilton	24	3	3	21	0	0.00%
1963	94-96 S. Hamilton	51	0	0	51	0	0.00%
1920	101 S. Hamilton	11	0	0	11	0	0.00%
1927	25 Hammersley	13	2	0	13	2	15.38%
1900	28 Hooker	6	2	1	5	1	20.00%
1905	43 Hooker	7	0	0	7	0	0.00%
1915	51 Hooker	7	0	0	7	0	0.00%
1900	130 Hooker	7	0	0	7	0	0.00%
1890	8 Jewett	6	0	0	6	0	0.00%
1880	7 Lafayette	6	0	0	6	0	0.00%
1930	22 Lexington	6	0	0	6	0	0.00%
1920	34 Lincoln	7	2	0	7	2	28.57%
1920	194 Main	14	0	0	14	0	0.00%
1900	202-204 Main	8	0	0	8	0	0.00%
1920	220 Main	10	0	0	10	0	0.00%
1872	303-307 Main	8	2	2	6	0	0.00%
1872	309 Main	6	0	0	6	0	0.00%
1900	403 Main	6	2	0	6	2	33.33%
1900	453 Main	17	0	0	17	0	0.00%
1880	458-460 Main	6	1	1	5	0	0.00%
1900	464 Main	12	0	0	12	0	0.00%
1880	468 Main	12	3	0	12	3	25.00%
1900	521 Main	32	0	0	32	0	0.00%
1900	548 Main	10	0	0	10	0	0.00%
1900	550 Main	6	0	0	6	0	0.00%
1926	558 Main	28	0	0	28	0	0.00%
1923	559 Main	14	0	0	14	0	0.00%

Year Built	Property Address	Total No. of Units	No. of vacant units 11/1/2023	No. of vacant units not available for rent 11/1/2023	Total units for vacancy count (TRH)	Total vacant units available for rent 11/1/2023 (TVH)	Vacancy rate
1915	566 Main	13	0	0	13	0	0.00%
1930	637 Main	8	1	0	8	1	12.50%
1920	639 Main	8	0	0	8	0	0.00%
1925	641 Main	8	0	0	8	0	0.00%
1924	691 Main	13	0	0	13	0	0.00%
1900	699 Main	11	0	0	11	0	0.00%
1922	704-706 Main	6	0	0	6	0	0.00%
1920	144 Mansion	6	0	0	6	0	0.00%
1910	146-148 Mansion	6	0	0	6	0	0.00%
1920	169 Mansion	6	1	0	6	1	16.67%
1920	171 Mansion	6	1	0	6	1	16.67%
1910	182 Mansion	6	3	0	6	3	50.00%
1920	242 Mansion	6	1	1	5	0	0.00%
1920	254 Mansion	6	2	1	5	1	20.00%
1886	154 Mill	6	0	0	6	0	0.00%
1932	174 Mill	11	0	0	11	0	0.00%
1900	197 Mill	24	0	0	24	0	0.00%
1900	211 Mill	6	0	0	6	0	0.00%
1900	217-219 Mill	8	1	1	7	0	0.00%
1900	267 Mill	7	0	0	7	0	0.00%
1900	320-322 Mill	8	0	0	8	0	0.00%
1900	98 Montgomery	6	1	1	5	0	0.00%
1920	145 Montgomery	6	1	0	6	1	16.67%
1900	58 Noxon	12	4	0	12	4	33.33%
1855	2 Parker	6	0	0	6	0	0.00%
1900	56 Pershing	6	0	0	6	0	0.00%
1932	2 Roosevelt	14	0	0	14	0	0.00%
1932	4 Roosevelt	13	0	0	13	0	0.00%
1870	2 Rose	7	0	0	7	0	0.00%
1900	21 Smith	8	2	2	6	0	0.00%
1890	54-58 Smith	6	0	0	6	0	0.00%
1920	6 State	7	1	0	7	1	14.29%
1940	7 Suncrest	22	0	0	22	0	0.00%
1920	140 Union	6	1	0	6	1	16.67%
1920	144 Union	6	2	0	6	2	33.33%

Year Built	Property Address	Total No. of Units	No. of vacant units 11/1/2023	No. of vacant units not available for rent 11/1/2023	Total units for vacancy count (TRH)	Total vacant units available for rent 11/1/2023 (TVH)	Vacancy rate
1912	160 Union	39	3	0	39	3	7.69%
1880	166 Union	6	0	0	6	0	0.00%
1920	187/189 Union	10	0	0	10	0	0.00%
1928	43 Verazzano	9	0	0	9	0	0.00%
1954	67 Verazzano	6	0	0	6	0	0.00%
1938	7-9 S. White	8	0	0	8	0	0.00%
1968	166 Winnikee	6	0	0	6	0	0.00%
1940	172 Winnikee	12	0	0	12	0	0.00%
1930	66 Worrall	6	0	0	6	0	0.00%
	TOTAL	1494	88	30	1464	58	3.96%

APPENDIX B

Cover letter and Survey sent to Property Owners for mailings
(11/6/23 and 11/20/23)

November 6, 2023

Dear Property Owner/Manager,

As you may be aware, the City of Poughkeepsie has contracted with the Collective for Community, Culture and Environment (CCCE) to perform a Housing Vacancy Rate Analysis to assist the City of Poughkeepsie in determining the vacancy rate in buildings completed prior to January 1, 1974 that contain at least six (6) dwelling units. The Housing Vacancy Rate Analysis may be used by the City to determine whether a housing emergency, as defined by the NYS Emergency Tenant Protection Act, exists for this class of buildings.

As an owner of one or more properties that meet the criteria of having been built before January 1, 1974 and containing at least six rental dwelling units, we are asking that you provide us with the following information about your property: **the total number of units in each property, and the total number of vacant units in each property that were available for rent as of November 1, 2023.** Any additional information, such as the length of time the units have been vacant, would also be helpful.

Please send the requested information by November 17, 2023 by responding in the one of the following ways:

1. Fill out the form and send it to us by mail to
CCCE [Address]
2. OR take a photo of filled out form and send the photo by email to vacancystudypk@gmail.com
3. OR respond to this survey by filling out the form online at: <https://bit.ly/vacancyENG>

If we don't hear from you by **November 17, 2023**, we shall assume that there are no vacancies in your properties at this time. Thank you for your cooperation with this matter and we look forward to hearing from you.

Sincerely,

CCCE Poughkeepsie Housing Vacancy Study Team:

Devyani Guha

Yvette Shiffman

Evren Uzer

Ayse Yonder

6 de noviembre de 2023

Estimado Propietario / Administrador,

La Ciudad de Poughkeepsie ha contratado a la *Colectiva para la Comunidad, la Cultura y el Medio Ambiente* (CCCE) para realizar un Análisis de la Tasa de Desocupación de Viviendas. Este análisis ayudará a la Ciudad de Poughkeepsie a determinar la tasa de desocupación de viviendas en edificios construidos a su totalidad antes del 1º de enero de 1974 que contengan al menos seis (6) unidades de vivienda. El análisis de la tasa de desocupación de viviendas puede ser utilizado por la ciudad para determinar si existe una emergencia de vivienda, tal como se define en la Ley de Protección de Emergencia para Inquilinos del Estado de Nueva York, para esta clase de edificios.

Como propietario o administrador de una o más propiedades que cumplen con los criterios de haber sido construidas antes del 1º de enero de 1974 y que contienen al menos seis (6) unidades de vivienda de alquiler, le pedimos que nos provee la siguiente información sobre su propiedad: **el número total de unidades en cada propiedad y el número total de unidades vacantes en cada propiedad que han estado en el mercado desde el 1º de noviembre de 2023**. Cualquier información adicional, como el tiempo que las unidades han estado desocupadas, también sería útil.

Por favor, envíe la información solicitada antes del 17 de noviembre de 2023 respondiendo de una de las siguientes maneras:

1. Llenando el formulario y enviándolo por correo a DIRECCIÓN:
CCCE [Address]
2. O llene el formulario, tome una foto del formulario completo y envíela por correo electrónico a vacancystudypk@gmail.com.
3. O llene el formulario en nuestra pagina web: <https://bit.ly/vacancyESP>

Si no tenemos noticias tuyas antes del **17 de noviembre de 2023**, asumiremos que no hay unidades vacantes en su propiedad o propiedades en este momento. Gracias por su cooperación y esperamos su respuesta.

Atentamente,

CCCE Poughkeepsie Equipo de Estudio de las Viviendas Vacías
Devyani Guha
Yvette Shiffman
Evren Uzer
Ayse Yonder

SURVEY FORM

Please use this form in replying to the request for information about vacancies at your property. This form asks for information as of **November 1, 2023** as referenced in the cover letter. Please return by November 17, 2023. Thank you.

PROPERTY INFORMATION

Parcel No: Block: XX Lot: XXXXX

Street Address: **XXX XXXXXX, Poughkeepsie, NY**

OWNER/MANAGER NAME: _____

Total no. of Units: _____

Total no. of vacant units as of November 1, 2023: _____

Were these vacant units available for rent on November 1, 2023: _____

If not, what was the reason they were not available for rent: _____

Length of time units were vacant: _____

Name of the person filling out the form: _____

Signature: _____ Date: _____

Utilice este formulario para responder a la solicitud de información sobre las unidades vacantes en su propiedad. Este formulario solicita información a partir del **1º de noviembre de 2023**, como se indica en la carta de presentación. Por favor, envíe la información solicitada antes del 17 de noviembre de 2023. Muchas gracias.

INFORMACIÓN SOBRE LA PROPIEDAD

Parcela nº: Block: XX Lot: XXXXX

Dirección postal: **XXX XXXXXX, Poughkeepsie, NY**

NOMBRE DEL PROPIETARIO/GERENTE: _____

Nº total de Unidades: _____

Nº total de unidades vacantes a partir del 1º de noviembre de 2023: _____

¿Estaban estas unidades vacantes disponible para alquilar el 1º de noviembre de 2023: _____

Si no es así, ¿cuál fue la razón de que no esté disponible para alquilar? _____

Tiempo durante el cual las unidades estuvieron vacantes: _____

Nombre completo de la persona que llena el formulario: _____

Firma: _____ Fecha: _____

APPENDIX C

Survey sent to selected Property Owners (1/25/24)

January 24, 2024

RE: City of Poughkeepsie Housing Vacancy Study

The City of Poughkeepsie has contracted with the Collective for Community Culture and Environment (CCCE) to assist the City in determining the residential housing vacancy rate in buildings completed prior to January 1, 1974 that contain at least six (6) dwelling units. The Housing Vacancy Rate analysis may be used by the City to determine whether a housing emergency, as defined by the Emergency Tenant Protection Act (ETPA), exists for this class of buildings.

You have recently responded to a survey for the Housing Vacancy Study for **XX XXXXXXXXXX XX, Poughkeepsie, NY**, but there are questions about the information in your response. Please provide accurate information about the building referenced above by responding to **ALL** of the questions below:

1. The total number of residential units _____ (Please do not include commercial units)
2. The number of vacant residential units on **November 1, 2023** _____
3. Were any of these vacant residential units undergoing repairs, painting, cleaning or other reasons that made them unavailable for rent on **November 1, 2023**:
Yes _____ No _____ If so, how many? _____
4. The length of time the residential units have been vacant _____

Your response should be sent to: vacancystudy.pk@gmail.com by **February 1, 2024**

No response to such requests for information will be counted as the property having no vacancies.

As you may be aware, [Assembly Bill A6843A](#)* signed into law by Governor Hochul in December 2023 requires property owners to provide accurate responses to municipal housing vacancy studies or face a civil penalty.

Should you have any questions about the vacancy study, please contact us at vacancystudy.pk@gmail.com

Thanks for your cooperation.

Sincerely,

Poughkeepsie Housing Vacancy Team
Collective for Community Culture and Environment (CCCE)

* D. WHEN REQUESTED BY A MUNICIPALITY OR A DESIGNEE, AS A PART OF A STUDY TO DETERMINE ITS VACANCY RATE, OWNERS, OR THEIR AGENT, OF HOUSING ACCOMMODATIONS IN THE CLASS OF HOUSING ACCOMMODATIONS DETERMINED, SHALL PROVIDE THE MOST RECENT RECORDS OF RENT ROLLS AND, IF AVAILABLE, RECORDS FOR THE PRECEDING THIRTY-SIX MONTHS. SUCH RECORDS SHALL INCLUDE THE TENANT'S RELEVANT INFORMATION RELATING TO FINDING THE VACANCY RATE OF SUCH MUNICIPALITY INCLUDING BUT NOT LIMITED TO THE NAME, ADDRESS, AND AMOUNT PAID OR CHARGED ON A WEEKLY, MONTHLY, OR ANNUAL BASIS FOR EACH OCCUPIED HOUSING ACCOMMODATION AND WHICH HOUSING ACCOMMODATIONS ARE VACANT AT THE TIME OF THE SURVEY AND AVAILABLE FOR RENT. SUCH RECORDS SHALL ALSO INCLUDE ANY HOUSING ACCOMMODATIONS THAT ARE VACANT AND NOT AVAILABLE FOR RENT AND PROVIDE THE REASON WHY SUCH UNIT IS NOT AVAILABLE FOR RENT.

E. REFUSAL BY AN OWNER OR THEIR AGENT TO PARTICIPATE IN SUCH VACANCY SURVEY AND COOPERATE WITH THE MUNICIPALITY OR A DESIGNEE IN SUCH VACANCY SURVEY, OR SUBMISSION OF KNOWINGLY AND INTENTIONALLY FALSE VACANCY INFORMATION MAY BE DEEMED CAUSE TO DENY A RENTAL PERMIT OR CERTIFICATE OF OCCUPANCY FOR A HOUSING ACCOMMODATION. SUCH MUNICIPALITY MAY ADDITIONALLY IMPOSE A CIVIL PENALTY OR FEE ON SUCH OWNER OR THEIR AGENT OF UP TO ONE THOUSAND DOLLARS.

APPENDIX D

Map of All Properties for which On-Site Observations were made

Surveyed Parcels

for the City of Poughkeepsie
Housing Vacancy Study

