

New York State

LRAP Appeal Form Instructions

1. Click on the appeal form link.
2. Under question 1, type in the application number you want to request an appeal for.
3. Under question 2, select the program for which you are requesting an appeal. You must choose either the Emergency Rental Assistance Program (ERAP) or the Landlord Rental Assistance Program (LRAP). To appeal an LRAP decision, please select LRAP.
4. In question 3, type the name of the person requesting the appeal. If you are a landlord, type in your own name. If you are a lawyer, caseworker or other person designated by the landlord, type your name.
5. In question 4, tell us the role of the person requesting the appeal. For LRAP, you can select landlord or other. Tenants cannot appeal an LRAP decision. Use the “other” option if a lawyer, caseworker, or other person besides the landlord is filling out the form to request the appeal.
6. If you chose other in question 4, in the “if other, please specify” field, please tell us if you are a lawyer, caseworker, or if you have some other relationship to the landlord, tell us what that relationship is.
7. If you chose other in question 4, in the “if other, enter organization name, if applicable” field, please list the name of the organization, if applicable. For example, you could list the name of a community-based organization or legal services organization in this field.
8. Type the tenant’s or former tenant’s name under the “tenant name” box.
9. Type the landlord’s name under the “landlord name” box.
10. Type the address of the apartment or rental unit under the “unit address” box.
11. Type “landlord” under the “tenant or landlord requesting appeal” box.
12. If you are a landlord or owner, type your owner number under the “if applicable, owner number” box.
13. Choose the appeal type from dropdown menu. For LRAP, choose rent arrears (back rent). **Note:** The other options of just prospective (future) rent, both rent arrears and prospective rent, utility arrears, or both rent and utility payments are not applicable to LRAP. Please do not choose those options.
14. Choose the reason for appeal from the dropdown menu.
 - a. Choose “incorrect payment/award amount” if you think the amount you got was wrong.
 - b. Choose “did not provide required documents” if you were denied because you didn’t provide documents, but you think you provided everything you had to.

- c. Choose “ineligible: other program qualifications” if you were denied because the rent for the unit exceeds 150% of the Fair Market Rent (FMR) for the unit size.
 - d. If you don’t see the reason you are appealing in the dropdown menu, please choose “other.”
 - e. **Note:** the option that reads: “ineligible: income over limit” is not applicable to LRAP. Please do not select that option.
15. Under the box that says “details,” please type the reason you think the decision on the application was wrong and give us more details why you think the decision was wrong. Some examples of the things you may want to tell us are that you think you received the wrong amount or that you received less than you asked for. You can also tell us if you think you provided all your documents.
16. Under the box that asks “do you have additional documentation to include in your application review” choose yes or no from the dropdown. You should choose “yes” if you are going to upload documents that help explain why you think the decision on the application was wrong. If you do not want to provide any additional documents or information telling us why you think the decision on the application was wrong, please choose “no.” You do not have to provide any additional documents. If you don’t provide additional documents, we will review your application, any documents you already submitted and the appeal request form.
17. If you chose “yes” to let us know you were going to upload additional documents, please upload them by going to <https://nysrenthelp.otda.ny.gov>. Please log-in to your landlord/owner account. Then navigate to the Landlord/Owner section, and under the Landlord/Owner Menu on the right-hand side of the page, click on “Upload Documents.” Next, you will select your Owner Number/Legal Entity from the first dropdown menu. Then select the ERAP Application Number from the list of applications attached to your previously selected Owner Number/Legal Entity. Next, select “Appeal” from the Document Type dropdown menu. Now you will select the appropriate document by clicking the “Select File” button below the Document Type dropdown menu. Select the appropriate file from the pop-up window and click “Open.” The file’s title will appear below the “Select File” button. Lastly, complete a Captcha Validation by clicking the box next to “I am not a robot” and clicking the purple “Upload Documents” button to finalize the document upload. Please upload and submit documents one at a time.
- If you need help uploading documents, there are community-based organizations in your area that can help you. [View the list of community-based organizations available to help tenants and landlords.](#)