

2016 Building Management Calendar

JANUARY

1 New Year's Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

Annual Inspections:

- ◆ Category I: Elevator self-inspection—must be performed between now and Dec. 31 (see CHAP. 11). Statements and signatures from owner, inspecting agency, and witnessing agency.
- ◆ Lead paint inspections—must be performed between now and Dec. 31 (see CHAP. 22).

New York City property taxes—last day to pay the third quarterly or last semiannual installment of 2015–16 taxes to the Dept. of Finance (DOF).

Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.

15 NYC real property assessment application for reduction of 2016–17 assessment must be made between now and March 1 for Class 2 and 4 properties, and between now and March 15 for Class 1 property (see CHAP. 43).

Last day to deliver:

- ◆ Annual window guard notices to tenants (see CHAP. 47).
- ◆ Annual lead-based paint notice to occupants (see CHAP. 22).
- ◆ Fire safety plans to tenants if you distribute them with the Dept. of Health and Mental Hygiene (DOHMH)-required window guard notice (see CHAP. 14).

18 Dr. Martin Luther King Jr. Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

FEBRUARY

1 J-51 tax exemption & abatement program—first day to file applications with the Dept. of Housing Preservation and Development's (HPD) J-51 office for the first filing period in 2016.

FEBRUARY

12 Lincoln's Birthday

Holiday for: Sanitation Department workers'—no garbage pickup, no street cleaning.

15 President's Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

Last day for:

- ◆ Tenants to send back annual window guard notices (see CHAP. 47).
- ◆ Occupants to send back annual lead-based paint notices (see CHAP. 22).

MARCH

1 Starting today, owners must notify:

- ◆ DOHMH of tenants who did not respond to the window guard notice (see CHAP. 47).
- ◆ DOHMH of occupants who did not respond to the annual lead-based paint notice (see CHAP. 22).

Last day to apply for reduction of 2016–17 assessment on NYC real property assessment for Class 2 and 4 properties (see CHAP. 43).

15 J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the first filing period in 2016.

Last day to apply for reduction of 2016–17 assessment on NYC real property assessment for Class 1 property (see CHAP. 43).

APRIL

1 Last day to

- ◆ Pay NYC property taxes—last quarterly installment of 2015–16 taxes to DOF.
- ◆ File property registration forms with HPD for buildings with six or more apartments.

Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.

MAY

1 J-51 tax exemption and abatement program—first day to file applications with HPD's J-51 office for the second filing period in 2016.

Last day to submit annual water and energy benchmarking data to the city (see CHAP. 46).

30 Memorial Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

MAY

- 31** Heating season ends (see CHAP. 18).

JUNE

- 15** J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the second filing period in 2016.

JULY

- 1** New York City property taxes—last day to pay first quarterly or first semiannual installment of 2016–17 taxes to DOF.
Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.
- 4** **Independence Day**
Holiday for:
◆ Service Employees' International Union (Local 32BJ).
◆ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 31** Water frontage rates and sewer rents due.

AUGUST

- 1** J-51 tax exemption and abatement program—first day to file applications with HPD's J-51 office for the third filing period in 2016.

SEPTEMBER

- 1** Last day to file annual income and expense statement with DOF's Property Division.
Last day to file annual property registration forms with HPD (see Chap. 7).
- 5** **Labor Day**
Holiday for:
◆ Service Employees' International Union (Local 32BJ).
◆ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 15** J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the third filing period in 2016.

OCTOBER

- 1** New rent guideline order goes into effect.
Heating season begins (see CHAP. 18).
NYC property taxes—last day to pay the second quarterly installment of 2016–17 property taxes to DOF.
Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.

OCTOBER

10 Columbus Day Observed

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

15 Last day to distribute fire safety plans during Fire Prevention Week (Sun., Oct. 9 thru Sat., Oct. 15) if they are not distributed in January with lead paint/window guard notices (see CHAP. 14).

24 New York City real property assessment—last day to file petition to review Tax Commission's final determination of 2016–17 real property assessment.

NOVEMBER

1 J-51 tax exemption and abatement program—first day to file applications with HPD's J-51 office for the fourth filing period in 2016.

8 Election Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

11 Veterans Day Observed

Holiday for: Sanitation Department workers'—no garbage pickup, no street cleaning.

15 Boiler inspection for 2016—last day to officially perform. The owner's statement and inspection report must be filed with DOB within 45 days of inspection (see CHAP. 6).

16 Boiler inspection for 2017—must be performed between now and Nov. 15, 2017 (see CHAP. 6).

24 Thanksgiving Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

DECEMBER

15 J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the fourth filing period in 2016.

25 Christmas Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

31 Annual lead-based paint inspection—last day to perform (see CHAP. 22).

Category I: Annual elevator inspection by third-party report—last day to file with DOB (see CHAP. 11). Statements and signatures from owner, inspecting agency, and witnessing agency.