

Ultimate Guide To Safety Notice Mailings

2027 Season

Key Dates

Data Collection

All Year	Let SiteCompli know about any new properties, adjusted units, or FEP guide adjustments
Nov 13	Final date to provide unit and FEP information to SiteCompli to ensure mailings can be confirmed & sent on time

Order Confirmation

Dec 1 Please note: the above date is a firm and final deadline to confirm 2027 mailings	Final date to confirm all mailings and opt-outs (including Stove Knobs, Back-of-Door, and Steam Radiator Notices)
Dec 2 - Feb 1	Orders confirmed during this time will be charged the LATE MAILING rate and will be sent after Feb 15
Feb 2 - Mar 1	Orders confirmed during this time will be charged the LATE MAILING rate and will be sent after Mar 15

Mailing Dates

Jan 1 - 15	Mailings are sent to residents
Feb 16 - 28	Late mailings sent for orders confirmed Dec 2 - Feb 1
Mar 15 - 31	Final late mailings sent for orders confirmed Feb 2 - Mar 1

Follow-ups & Next Steps

Jan 16 - Feb 15	Automated DOHMH reminders sent (where contact workbook provided by Jan 16; opt-in required)
Feb 1	Last day to submit Tenant Contact Workbooks for automatic follow-ups
Feb 15	Manual inspection forms available in SiteCompli and InCheck for follow-up attempts. Letters to HPD available to download for steam radiator responses.
Feb 11 - 28	Automated follow-up calls and emails take place (where contact workbook provided)
Mar 1	Letters to HPD for steam radiator responses are due today. Separately, letters to DOHMH for responses can be generated and sent starting today. Both will generate for properties where follow-up attempts have been logged.

Gathering & Confirming Your Mailings



If you need to provide us with initial unit and Fire Safety Guide information for your properties, we've got helpful resources and easy instructions in our Support Center:

<https://support.sitecompli.com/hc/en-us/articles/39217293579419-Property-and-Tenant-Info-Data-Collection>

We want to ensure all your residents receive mailings as requested, and your business is protected. That's why it's important that users familiar with each property review and confirm your mailings data in your SiteCompli or InCheck account. This includes unit counts and data, and FEP information. For step-by-step instructions on how to confirm your mailings information, [click here](#).

Automatic Follow-Ups



Automatic phone calls and emails from SiteCompli are a great way to log follow-up attempts and get maximum resident information. To take advantage of this, here's what you need to keep in mind:

- Resident contact information (email addresses and phone numbers) are updated annually as part of the mailings process.
- Your CSM will provide a template for all units in your portfolio (a Tenant Contact Workbook); contact information must be submitted in this format in order to upload to your account in a timely manner.
- If you've provided contact details in previous years, only changes to existing data need to be submitted.
- If you do not want all or some of your buildings to receive follow-ups, let us know and we will opt them out.
- As of 2026, the DOHMH is requiring response reminders to be sent from Jan 1 - Feb 15. If you opt-in and provide resident emails to us by Jan 16th, we can send these reminders for you. You can also fulfill this requirement by posting a notice in common areas, which we will be sending.
- Automated follow-ups begin on February 11th and are repeated a few times until February 28th.
- Manual inspection forms (for printing and distribution) are also available in your account starting February 15th. Get more information on manual forms [here](#).

IMPORTANT: Resident data must be provided no later than February 1st to ensure follow-ups are completed in accordance with the law; January 16th is the deadline for DOHMH reminders.

What's a late mailing?



Late mailings are a last resort, sent after January 15th for an additional fee. Teams may choose to send late mailings if they are unable to gather property, unit, and FEP information in a timely manner.

IMPORTANT: While late mailings are sent outside of the compliance window, it can be helpful to provide residents with critical safety information.

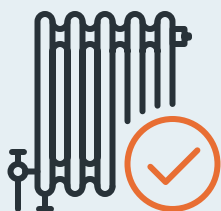
Steam Radiator Mailing & Inspections

As of 2027, Local Law 151/25 requires owners to inspect steam radiators at least once every two years at the following locations: 1) any dwelling units where there is at least one steam radiator, and a child under the age of six resides, and; 2) common areas in buildings where there is at least one steam radiator, and a child under the age of six resides in the building.

“Resides” uses the same definition as lead paint requirements – routinely spending 10 or more hours per week within a dwelling unit.

The city is allowing buildings with steam radiators to use the existing annual safety notice mailings response card to collect information for required inspections. If your team has indicated buildings with steam radiators, you’ll see a separate page to track responsibilities and requirements in your account.

Keep In Mind



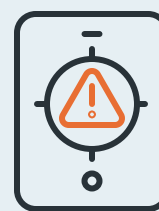
Unlike lead paint/window guards, the steam radiator inspection law doesn’t mandate follow-ups for residents who don’t respond by 2/15. Still, you can use built-in tools to get additional information, including:

- Manual forms
- Automated reminders (phone and email)
- The InCheck Mobile App



HPD is the agency overseeing this requirement, so the letter outlining non-responders must be sent there. Unlike DOHMH timeframes, **HPD requires the “Tenant Non Response Form” by March 1st.** Here are some things to note:

- SiteCompli will automatically provide the letter in HPD’s required format. It’ll be available on 2/15 per the law
- You can email the Form to Radiatorinfo@HPD.NYC.GOV, or send it via mail
- **The window guard non-response form is separate, and still needs to be sent to DOHMH**



Inspections can be performed using the InCheck Mobile App, with inspector affidavits tracked under Document Management. If you have any questions, reach out to your Customer Success Manager!

Questions? We can help!

Reach out to your Customer Success Manager or support@sitecompli.com for additional details or questions about mailings for your properties.