

**TO:** New York City Council  
**FROM:** NYC Department of Small Business Services  
**DATE:** January 15, 2025  
**SUBJECT:** Terms & Conditions which was part of the Fiscal 2024 Adopted

The NYC Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building thriving neighborhoods across the five boroughs.

As a condition of the funds in unit of appropriation number 002, the Department of Small Business Services shall submit to the Council, no later than January 15, 2025, a report detailing the number of small businesses served through the Department's Commercial Lease Assistance Program, disaggregated by borough. Such report shall cover the period beginning on July 1, 2023, and ending on June 30, 2024.

<b>NYC Boroughs</b>	<b>Number of Businesses</b>
Bronx	85
Brooklyn	217
Manhattan	252
Queens	118
Staten Island	13
<b>Total</b>	<b>685</b>

Commercial Lease Assistance is designed to:

- Deliver high-quality pre-litigation services to eligible small businesses with commercial lease related issues.
- Resolve existing commercial lease issues quickly and without litigation.
- Resolve tenant harassment issues covered under Local Law No. 77 of 2016, Council Int. No. 851-B of 2015 codified at NYC Admin Code. § 22-902 to 904; and
- Ensure that the high cost of commercial lease services is not onerous or prohibitive for a small business on a lean budget.

Provided services include:

- Signing a new commercial lease.
- Amending, renewing, extending, terminating, or reviewing an existing commercial lease.
- Negotiating with landlords and addressing harassment issues.
- Addressing commercial lease-related issues.