

SERVICE NOTICE

Request for Consideration of a Refund: RF1 Form Revised

Effective Monday, April 1, 2024, only the RF1 form with the revised date of 3/24 in the lower right corner will be accepted for refund consideration.

RF1 Form refund applications must be submitted with all supporting documents including the proof of payment. Please read the **RF1 Instructions** for detailed guidance.

Once completed, email the **RF1 Form** and the required supporting documents to the appropriate borough office or unit listed:

BOROUGH OFFICE & UNIT	EMAIL ADDRESS
Bronx Borough Office	bxrefunds@buildings.nyc.gov
Brooklyn Borough Office	bklynrefunds@buildings.nyc.gov
Manhattan Borough Office	manhnrefunds@buildings.nyc.gov
Queens Borough Office	qnsrefunds@buildings.nyc.gov
Staten Island Borough Office	sirefunds@buildings.nyc.gov
Development HUB	nycdevelopmenthub@buildings.nyc.gov
Administrative Enforcement Unit (AEU)	aeurefunds@buildings.nyc.gov
Benchmarking/Energy & Emissions	benchrefunds@buildings.nyc.gov
Boiler Unit	boilrefunds@buildings.nyc.tgov
Cranes & Derricks Unit	cdrefunds@buildings.nyc.gov
Elevator Unit	elevrefunds@buildings.nyc.gov
Façade Unit	llrefunds@buildings.nyc.gov
Limited Alteration Applications (LAA)	laarefunds@buildings.nyc.gov
Licensing Unit	licrefunds@buildings.nyc.gov
Loft Board	loftbrefunds@buildings.nyc.gov
Office of Technical Certification & Research (OTCR)	otcrrefunds@buildings.nyc.gov
Unsafe Buildings Unit	unsaferefunds@buildings.nyc.gov