

**APPLICATION FOR A CERTIFICATION OF NO HARASSMENT  
PURSUANT TO §96-110, §93-90, §98-70, AND/OR §23-013  
OF THE NEW YORK CITY ZONING RESOLUTION**

**FILING INSTRUCTIONS**

**Property:** Use this application form if the property for which you seek a certification of no harassment is located in:

- The Special Clinton District.
- The Special Hudson Yards District.
- Preservation Area P-2 of the Special Garment Center District.
- The Greenpoint-Williamsburg anti-harassment area.
- The Special West Chelsea District.

**Who May Apply:** The applicant must be an individual natural person and must be either (i) a title holder, a contract vendee, or a net lessee under a lease with at least 10 years remaining in its term ("owner"), or (ii) a principal or officer of an owner who is authorized to sign on behalf of and bind such owner. If the applicant does not have legal authority to authorize the Department of Housing Preservation and Development ("HPD") to enter all common areas of the property (for example, if the applicant is a contract vendee or is an owner who has leased the property to someone else), then the application must also be signed by an individual natural person who has such authority. If the applicant is a contract vendee, then the application must also be signed by an individual natural person who is authorized to sign on behalf of the title holder.

**Number of copies:** Submit one original and one copy of this application and all supporting documents.

**Fee:** Enclose a certified or bank check or a money order payable to "NYC Commissioner of Finance" for the following amount:

- \$500 if the property contains 1-10 dwelling units
- \$1,500 if the property contains 11-30 dwelling units
- \$2,500 if the property contains 31- 50 dwelling units
- \$3,500 if the property contains more than 50 dwelling units

**Submission Method:** Submit the application and fee by mail (regular, certified, or registered), private courier, or hand delivery. **Hand deliveries are only accepted Monday through Friday from 9 a.m. to 11 a.m.**

**Submission Location:** Submit the application and fee to Anti-Harassment Unit, Department of Housing Preservation and Development, 100 Gold Street, Room 3-Q3, New York, NY 10038, Attention: Rhonda Waldon.

**Inquiries:** Direct all inquiries regarding this application to: **(212)863-8266**.

**Additional Pages:** If the answer to any question in this application requires additional space, please add pages to the application as necessary and indicate the number of the question to which the additional information pertains.

**Obligation to Update:** If any information stated in the application changes before HPD makes a final determination regarding whether harassment occurred, the applicant must promptly update the application with such new information and submit it to HPD. If the new information includes a change of ownership or any other facts that make the original applicant ineligible to submit the application, HPD may require that the amended application be executed by an eligible individual.

**Withdrawal:** An application may not be withdrawn after HPD issues either (i) an initial determination that there is reasonable cause to believe that harassment occurred, or (ii) a final determination that harassment occurred.

**As used in this application, "referral date" means:**

- **September 5, 1973** if the property is located in the Special **Clinton** District;
- **June 21, 2004** if the property is located in the Special **Hudson Yards** District;
- **June 21, 2004** if the property is located in Preservation Area P-2 of the Special **Garment Center** District;
- **October 4, 2004** if the property is located in the **Greenpoint-Williamsburg** anti-harassment area defined in Zoning Resolution §23-013; or
- **December 20, 2004** if the property is located in the Special **West Chelsea** District.

1. **Property:** Identify the property that is the subject of this application ("property").

Borough:            Manhattan                      Block: \_\_\_\_\_                      Lot(s): \_\_\_\_\_  
                           Brooklyn

Street Address: \_\_\_\_\_

Check the box that applies:

- The property is located in the Special Clinton District.
- The property is located in the Special Hudson Yards District.
- The property is located in Preservation Area P-2 of the Special Garment Center District.
- The property is located in the Greenpoint-Williamsburg anti-harassment area defined in Zoning Resolution §23-013.
- The property is located in the Special West Chelsea District.

If none of the above applies, please call (212)863-8266 because you are using the wrong form.

2. **Building Configuration:** Attach either an original certified copy of the certificate of occupancy or original certified letter from the Department of Buildings stating that the building does not have a certificate of occupancy. Describe the legal and actual configuration of the building below.

Type of Unit	Legal Configuration - Number of Units	Actual Configuration - Number of Units
Apartment Dwelling Units		
SRO Dwelling Units		
Total Dwelling Units		
Commercial Units		

What is the basis of the legal configuration described above?

- Certificate of Occupancy
- "I" Card
- Other City Data (Specify): \_\_\_\_\_

Are the legal and actual configurations identical?

- Yes.
- No (Describe the discrepancy): \_\_\_\_\_

3. **Building Occupancy:** Is the building currently vacant?

- Yes (How long has the building been vacant? \_\_\_\_\_).
- No (Describe the current occupancy below).

Type of Unit	Occupied	Vacant	Total
Apartment Dwelling Units			
SRO Dwelling Units			
Total Dwelling Units			
Commercial Units			

4. **Applicant:** Identify the applicant (the applicant must be a human being, not an entity).

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Mobile Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Relationship to the property (attach documentation): \_\_\_\_\_

5. **Access Authorizer:** Does the applicant identified in response to Question 4 have legal authority to authorize the Department of Housing Preservation and Development ("HPD") to enter all common areas of the property?

Yes.

No (identify the person who will sign this application to authorize such access)

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Mobile Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Relationship to the property (attach documentation): \_\_\_\_\_

6. **Current Owners:** List each current holder of title to the property:

Name	Date of Birth	SSN or EIN









11. **Prior Applications By The Applicant:** Has the owner, the applicant, or any other representative acting on behalf of the owner ever previously applied for a certification of no harassment for any property?
- No.
  - Yes (Indicate each property for which the applicant sought a certification of no harassment and the disposition of each such application).

12. **Prior Applications For The Property:** Has anyone ever submitted an application for a certification of no harassment (or an exemption or waiver from the requirement for a certification of no harassment) to HPD with respect to the property?
- No.
  - Yes (Indicate the date of the application, whether HPD granted or denied the certification of no harassment, and any other relevant details)















- 22. Coercion:** From the referral date to the present, has any title holder or lessee, its agents, employees or other persons acting on its behalf used force, or threatened the use of force, against the person or property of any occupant of a dwelling unit at the property?
- No.
  - Yes (Provide details).

23. **Services:** From the referral date to the present, has any title holder or lessee, its agents, employees or other persons acting on its behalf interrupted or discontinued any services at the property, including, but not limited to, heat, hot water, cold water, electricity, gas, and elevator service?
- No.
  - Yes (Provide details).

24. **Vacate Orders:** Has any governmental agency issued any vacate orders with respect to all or part of the property since the referral date?
- No.
  - Yes (Provide details below and attach certified copies of each vacate order).
    - Issuing Agency:
      - HPD
      - Department of Buildings
      - Fire Department
      - Department of Health and Mental Hygiene
      - Other (Identify): \_\_\_\_\_
    - Date Issued: \_\_\_\_\_
    - Date Lifted: \_\_\_\_\_
    - Basis of Order: \_\_\_\_\_
    - Number of Occupants Displaced: \_\_\_\_\_
    - Number of Occupants Relocated By HPD: \_\_\_\_\_
    - Number of Occupants Currently In HPD Relocation: \_\_\_\_\_
    - Describe any other relevant information: \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_

25. **Emergency Repairs:** Has HPD performed emergency repairs at the property since the referral date?
- No.
  - Yes (Provide details below).

**26. Locks:** From the referral date to the present, has any title holder or lessee, its agents, employees or other persons acting on its behalf removed the possessions of an occupant from the dwelling unit, removed the door at the entrance to an occupied dwelling unit, removed, plugged, or otherwise rendered the lock on an entrance door inoperable, or changed the lock on an entrance door without supplying the occupant with a key?

- No.
- Yes (Provide details).

**27. Other:** Provide any other information relevant to this application.

**Consent to Access:** The owner of the property hereby consents to access by HPD to the property that is the subject of this application, at all times and without prior notice, for the purpose of investigating all facts relevant to this application, from the date hereof until the date upon which HPD makes a final determination with respect to the grant or denial of the certification pursuant to this application.

Failure to provide such access when requested will prevent the processing of this application and may, in the discretion of HPD, cause denial of the issuance of a certification.

If this application contains any false or misleading statements, or material omissions, the application may be denied.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name Above

\_\_\_\_\_  
Print Name Above

\_\_\_\_\_  
Relationship to the Property

\_\_\_\_\_  
Relationship to the Property

\_\_\_\_\_  
Access Authorizer's Signature

\_\_\_\_\_  
Access Authorizer's Signature

\_\_\_\_\_  
Print Name Above

\_\_\_\_\_  
Print Name Above

\_\_\_\_\_  
Relationship to the Property

\_\_\_\_\_  
Relationship to the Property

Sworn to this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary