

Instructions for Completing the Statement of Affirmation

What is this form for?

By completing this form, you or the individual affirm that you have no knowledge of any outstanding or uncorrected violations issued by the NYC Department of Building with respect to the building that the camp is using.

Who fills out the form?

There are 2 Sections on the form; fill out ONLY one section.

Section A is to be completed by the building owner, management agent or authorized representative (principle, custodian, or supervisor) of the building.

Section B is to be completed by summer camp operator or authorized representative (owner, director, or supervisor) of the summer camp. In order to fill out Section B, you must consult with an individual that is a representative of the building. Include that person's name, title and date of the consultation.

Who signs the form?

The individual that fills out the form must sign and date the bottom of the form.

What if there are outstanding building violations?

Do not complete the attached form if there are outstanding building violations. The building owner or representative must correct all violations before completing this form. If the violations of the building do not affect the operation of your camp or is not part of the building that your camp is using, you must obtain a copy of the violations and submit it with your summer camp applications. As a camp operator, it is your responsibility to ensure that the facility that you operate has no outstanding violations that affects the operation of the camp.

What if the owner refuses to sign or affirm?

If the building owner or representative refuses to complete or affirm because there are outstanding violations and refuses to correct the violations, you will need to locate an alternative facility as soon as possible. DOHMH cannot allow a camp to operate from a building that is unsafe for operation.

STATEMENT OF AFFIRMATION REGARDING BUILDING VIOLATIONS

Name of Camp: _____

Address of Camp Site: _____

Borough: _____ Zip Code: _____ CAMIS # _____
(Renewing Camps Only)

Complete either Section A OR Section B (Not Both)

SECTION A

To be completed by building/premises owner/management agent or authorized representative

I _____, _____, of
Name of Owner/Management Agent or their Authorized Representative Title

Company Name: _____

Address: _____

Borough: _____ State: _____ Zip Code: _____

Affirm that to my knowledge these premises have no outstanding or uncorrected violations issued by the NYC Department of Building and that all repairs and installations have been made in accordance with the rules of the NYC Department of Buildings.

SECTION B

To be completed by summer camp operator or authorized representative

I _____, _____
Camp Director/Operator Name Title

On ____/____/____ have consulted with:
Date

_____, _____, of
Name of Owner/Management Agent or their Authorized Representative Title

Company Name: _____

Address: _____

Borough: _____ State: _____ Zip Code: _____

And affirm that I was advised by such individual that, such individual has no knowledge of any outstanding or uncorrected violations issued by the NYC Department of Building with respect to such premises, and that any and all repairs and installations prescribed by the NYC Department of Building have been made in accordance with the rules of the NYC Department of Buildings.

-----**Must Sign Below**-----

Signature of Affiant

_____/_____/_____
Date Signed

False statements made to the Department are in violation of Section 3.19 of the New York City Health Code, and a misdemeanor, punishable by civil and/or criminal fines, penalties and forfeitures, including fines of up to \$2,000 per violation.