

**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.

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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: _____

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)

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15. **Work:** Briefly describe the reason for this application (i.e., the alteration or demolition work to be performed at the property).

Have any applications for permits been filed with the Department of Buildings for work at the property which would require a certification of no harassment?

- No (Even if no such applications for permits have been filed with the Department of Buildings, HPD may request copies of architectural plans).
- Yes (Attach a copy of each such application, stamped by the Department of Buildings, and all attachments thereto).

Is any construction work currently in progress?

- No.
- Yes (Provide details below).

16. **Relocation:** Will any occupants be relocated or displaced as a result of the alteration or demolition work to be performed at the property?

- No.
- Yes (Provide details below).

Name	Unit	Monthly Rent	Reason For Relocation or Displacement	Phone Number

17. **Criminal Convictions And Proceedings:** Have any of the persons or entities listed above in items 4-8 ever been convicted of a crime, or is any such person or entity currently a defendant in a pending criminal proceeding?

- No.
- Yes (Provide details below).

Name	Court	Docket Number	Case Name	Disposition

18. **DHCR Proceedings:** Since the referral date, have there been any harassment proceedings, decrease in service proceedings, or other proceedings with regard to the property before the Division of Housing and Community Renewal?

- No.
- Yes (Provide details below and attach a copy of each complaint and final disposition, if any).

Party Names	Dates	Docket Number	Nature of Proceeding	Attorneys for Parties	Disposition or Current Status

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).

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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