

# **INSTRUCTIONS FOR REMOVING CLASS I VIOLATIONS AND HPD ORDERS**

## Violation Order #729/ Alternative Enforcement Program

To have your property discharged from the AEP you must submit a current and valid property registration to HPD, pay all fees and charges, including liens, for repair work, inspections or other action taken by HPD, correct 100% of violations directly related to providing heat and hot water, correct 100% of class "C" (immediately hazardous) violations related to mold, correct a minimum of 80% of class "B" (hazardous) violations related to mold, correct a minimum of 80% of all violations related to vermin, correct a minimum of 80% of all other class "B" and "C" violations, and all related underlying conditions detailed in the AEP Order to Correct (which is issued four months after entry to the program if you are not discharged previous to that date). If you have any questions about the AEP, call .212-863-8262.

## Violation Order #759, 760

To obtain revocation of a Commissioner's Order you must contact the Special Enforcement Unit at (212) 863-8611 in order to discuss apartment(s) and building status and to arrange a time and date for inspection.

## Violation Order #765, 767, 1067

To obtain a revocation of an Order to Repair/Vacate Order you must conduct all repairs ordered by the department on the Order to Repair/Vacate Order. You must make a reasonable effort to notify any tenants who may have vacated of their right to re-occupy the apartment. When repairs are complete contact the HPD Code Enforcement Borough Office to inquire about a re-inspection of the vacated premises.

## Violation Order #766

To obtain a revocation of a vacant building order you must contact the HPD Code Enforcement Borough Office to discuss building status.

**HPD RESERVES THE RIGHT TO PURSUE LEGAL ACTION IN THE EVENT OF NON-COMPLIANCE WITH INFORMATION ORDERS. YOU MAY ALSO BE RESPONSIBLE FOR ANY EXPENSES THAT THE DEPARTMENT MAY INCUR AS A RESULT OF AN INFORMATION ORDER.**

## **CODE ENFORCEMENT BOROUGH OFFICES**

MANHATTAN: 94 OLD BROADWAY, 7<sup>TH</sup> FLOOR - (212) 234-7443

BRONX: 1932 ARTHUR AVENUE, 3<sup>RD</sup> FLOOR – (718) 579-6790

BROOKLYN: 701 EUCLID AVENUE, 1<sup>ST</sup> FLOOR – (718) 827-1942

BROOKLYN: 210 JORALEMON STREET, 7<sup>TH</sup> FLOOR – (212) 802-3662

QUEENS: 120-55 QUEENS BOULEVARD, 1<sup>ST</sup> FLOOR – (718) 286-0808 /0809

STATEN ISLAND: STATEN ISLAND BOROUGH HALL, 1<sup>ST</sup> FLOOR – (718) 816-2340

SPECIAL ENFORCEMENT UNIT: 100 GOLD ST, 4<sup>TH</sup> FLOOR – 212-863-8611