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## Notice and Reminder for IMD Building Owners

### Posting of Notice in Lobby

The Loft Board has updated the notice that Owners of IMDs are required to post in their buildings. A copy of the new notice is attached. Fill in the information and immediately post the notice (preferably in a frame).

Title 29 of the Rules of the City of New York (29 RCNY) § 2-05(b)(13) requires each IMD owner to post a notice, in the form prescribed by the Loft Board, in the lobby of the IMD building within five (5) business days after the issuance of an IMD Registration Number. If any of the information on the notice changes, you are required, within five (5) calendar days of the change, to update the information in the Loft Board's records and to update the information on the notice.

**Failure to timely post the notice may result in a civil penalty of up to \$1,000.** See, 29 RCNY § 2-11.1(b)(6)(v).

**Failure to timely report a change in information may result in a civil penalty of up to \$4,000.** See, 29 RCNY § 2-11.1(b)(6)(iv).

Forms and more information are available on the Loft Board's website at <http://www.nyc.gov/html/loft/html/home/home.shtml>. You can call the Loft Board at 212-393-2616 between the hours of 9 am and 4 pm, Monday to Friday.