



NEW YORK CITY LOFT BOARD

100 Gold Street, 2nd Floor
New York, New York 10038
(212) 788-7610 • Fax: (212)788-7501
www.nyc.gov/html/loft

MARC RAUCH
Chairperson

DECLARATION OF INTENT

TO BE COMPLETED WHEN UNIT IS BEING CONVERTED TO NON-RESIDENTIAL USE.

_____, _____
(Name of entity or individual submitting form) (Specify relationship to premises)
of the premises located at _____,

_____ New York hereby declare (s) that _____ has purchased
the rights to unit _____ and that the unit is to be used
for non-residential purpose.

The non-residential use of the unit will conform with applicable provisions of the Zoning Resolution and Administrative Code, and with any existing Certificate of Occupancy or other source of legal authorization for the unit. If I later choose to reconvert the unit to residential use, I will first comply with all applicable provisions of the Zoning Resolution and Administrative Code and Multiple Dwelling Law concerning such reconversion.

There (is) (is not) a certificate of occupancy for the premises. (If there is a certificate of occupancy, a copy must be attached.)

I hereby swear that the foregoing statements are true.

SIGNATURE

PRINT NAME OF SIGNATORY AND,
IF DIFFERENT FROM OWNER OR
AUTHORIZED REPRESENTATIVE, STATE
RELATIONSHIP TO SAME.

Sworn to before me this _____
day of _____

NOTARY PUBLIC

INSPECTION FORM

Address of Premises, Unit Location

To expedite the inspection of a unit which is to be used for non-residential purposes, you may provide three reasonable dates and times during business hours and commencing at least one week after receipt by the Loft Board of this filing, for the Loft Board to conduct or cause to be conducted an inspection of the premises pursuant to Title 29 of the Rules of the City of New York (“RCNY”) §§2-10(c)(1)(ii) and (d)(2). Also, indicate who should be contacted to provide access or alternate arrangements, if needed.

Date

Time

1. _____

2. _____

3. _____

Contact for Access (Name)

(Daytime Telephone Number.)