Loft Board

280 Broadway, 5th Floor
New York, New York 10007
nyc.gov/loftboard

TEL: (212) 393-2616
FAX: (646) 500-6169

Cooperative/Condominium Exemption Form

INSTRUCTIONS

This form should be filed in conjunction with an application for removal of a building form the Loft Board's jurisdiction. Complete this form ONLY if ownership of the interim multiple dwelling (IMD) has been converted to a cooperative or a condominium and a certificate of occupancy has been issued by the NYC Department of the Buildings for the residential portions of the building. The registration requirements in Title 29 of the Rules of the City of New York § 2-11 continue to apply to the building and the IMD units until the New York City Loft Board has issued a final order of removal.

Location Information:

House No(s)_____Street Name_____

Borough_____IMD No_____

Applicant Information:

Name

_____

Mailing Address

_____

_____

Daytime Phone ( ) _____

Email _____

The Building is:

☐ Cooperative

☐ Condominium

Certificate of Occupancy *(a copy of the Certificate of Occupancy must be filed with this form)*

Date of Issuance: _____/_____/_____
Month Day Year

Offering Plan Information:

Was the offering plan filed with the New York State Attorney General? ☐ Yes ☐ No

If so, date of filing: _____/_____/_____ File No. _____
Month Day Year

(NOTE: The first three (3) pages of the offering plan must be filed with this form)

If an offering plan was not filed, the Loft Board may require that the cooperative or the condominium board to acquire a no-action letter from the New York State Attorney General's office. If a no-action letter exists for the building, attach the letter to this form when filing the form with the Loft Board.

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Tenant/Proprietary Lessee/Unit Owner Information:

Print the names of the tenants and proprietary lessees or unit owners for each IMD unit in the building. If the proprietary lessee or unit owner occupies the IMD unit, leave the ***Tenant*** column blank and check the box in the ***Same*** column. If there is a tenant in the unit and the proprietary lessee or unit owner does not live in the unit, list the name of the tenant and attach the current lease for the unit. If a current lease is not available, attach the last lease. Indicate the current rent paid by the tenant in the ***Rent*** column. For units that are not owner-occupied, the proprietary lessee or unit owner may also file a Notice of Rent Guidelines Increase form.

(NOTE: Rent information is only necessary if the unit is not owner-occupied)

UNIT	PROPRIETARY LESSEE or UNIT OWNER	TENANT(S)	SAME	RENT
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			☐	
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For each IMD unit(s) that is (are) owner-occupied, each proprietary lessee or unit owner **must** certify, by signing below, that the building is a co-operative or a condominium, and that he or she resides in the unit. If the IMD unit is tenant-occupied, **do not** complete this section.

UNIT	SIGNATURE OF PROPRIETARY LESSEE or UNIT OWNER

I certify that all statements made are true and correct except for those statements which I have stated to be based on information and belief, and as to those statements, I believe them to be true and correct.

_____

President of Corporation

_____

Certification by Secretary of Corporation

_____

Date

False statements may subject you to the penalties provided by law, including fines and/or imprisonment.