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INSTRUCTIONS FOR COMPLETING AN APPLICATION

Below are instructions for completing an application. When you complete the application **you must serve a copy on all affected parties** and file the original and four copies with the Loft Board. The failure to complete the application, serve it on each affected party and file it with the Loft Board, may result in a delay in processing, or rejection of the application. Please review the checklist on the bottom of this sheet. For more information on serving and filing the application, please refer to the separate instruction sheet, titled “**Instructions on Serving and Filing an Application**” or telephone the Loft Board’s Public Information Officer at 212-566-5663.

- 1. Clearly indicate the type of claim raised in the application.** The Loft Board’s website contains a number of application forms. There are specific forms for coverage, access, reconsideration, and compliance deadline extension applications. You should use the Loft Board’s general application form for all other types of applications and check off the appropriate box on page 2 under “Nature of Application.”
- 2. Clearly print the applicant’s contact information.** The applicant must include a mailing address and phone number. Unless otherwise indicated, if 2 or more individuals are applying jointly, the Loft Board will use the first phone number or mailing address listed on the application to contact the applicants or to return the application if it is defective.
- 3. Indicate the type of relationship the applicant has to the building.** You must indicate on the application if you are an owner, residential tenant, residential subtenant, or manufacturing/commercial tenant on page 1 of the application.
- 4. List the names of the affected parties, their mailing addresses, and their relationships to the building.** Every party whose rights may be affected by the claim alleged in the application is an affected party and must be provided with notice. The applicant does not need to be served with a copy of the application. For example, if a group of tenants file an application jointly, none of the tenants in the group need to be served with a copy of the application.

For coverage or harassment applications: affected parties include owner, each residential, commercial and manufacturing tenant of record in the building, and each occupant and subtenant of the building, if different.

For abandonment applications: affected parties include the current occupant of the unit alleged to be abandoned, the occupant alleged to have abandoned the unit or, if applicable, the estate of the occupant alleged to have abandoned the unit, each residential, commercial and manufacturing tenant of record in the building, and each occupant and subtenant of the building, if different.

For all other categories of applications: affected parties include owner and all occupants necessary for a final resolution of the claim asserted in the application.

- 5. State the basis for the claim raised in the application. PLEASE NOTE THAT each application may list only 1 claim.** You are not required to submit evidence supporting your claim until the hearing. However, your application must detail the facts and arguments relevant to the claim raised in the application.
- 6. Sign the application.** The applicant or the applicant’s attorney must sign the application form.
- 7. Make a check or money order payable to the NYC Loft Board for the application filing fee.** Please review § 2-11 of the Loft Board’s rules to verify the applicable fee. The application fee must be paid when the application is filed with the Loft Board. Any application that does not include the applicable fee will be returned without being processed unless an applicant requests a waiver of the application fee based on indigence.

CHECKLIST FOR COMPLETING AN APPLICATION

- 1. Did I download the correct application form from the Loft Board’s website?**
- 2. Did I list my name, mailing address and contact phone number as the “applicant”?**
- 3. Did I identify the type of application that is being filed on page 2?**
- 4. Did I list all of the affected parties on page 2 of the application or on an attached sheet?**
- 5. Did I state a basis for the claim I am alleging in the application?**
- 6. Did I sign the application form?**
- 7. Did I include a check or money order made payable to the NYC Loft Board for the application fee?**