



# Narrative Statement

29 RCNY Section 2-01(d)

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

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

### Location Information:

House No(s) \_\_\_\_\_ Street Name \_\_\_\_\_

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

IMD No \_\_\_\_\_

### Owner Information:

Name(s) of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Architect/Engineer \_\_\_\_\_ Alt# \_\_\_\_\_

## INSTRUCTIONS

This Statement must be prepared for all areas in the building in which work is to be performed including both residential and non-residential units and common areas.

The description of the work to be performed should precisely and fully describe all work listed under the filed alteration application and plans. For example, stating “refer to plans” is unacceptable. Do not omit any work to be performed; attach additional sheets, if necessary. The Location of Work must specify whether the unit described is residential or non-residential and must specify the location of all common area work. The description of the work may be completed in a different format than called for on the attached “Description of Work.” However, it must contain all the information provided therein.

This statement must be served on all occupants in accordance with 29 RCNY Section 2-01(d)(1). Within 5 days of service, the owner must file with the Loft Board the original statement with proof of service, 2 copies of the filed alteration application, the Department of Building’s acknowledgment of filing, and two copies of the submitted plans.

Following service of the statement, the Board will schedule an informal conference to discuss the proposed legalization plan to try to resolve any differences the owner and tenants may have. If the parties are unable to resolve their differences at the conference, tenants will have an opportunity to file comments or an alternate plan stating why the tenants believe the Owner’s proposed legalization plans unreasonably interfere with the use of their units or diminish services.



In detailing the materials and equipment which will be used, the owner is advised to refer to the description given in the Board's schedule of costs, found at 29 RCNY §2-01(p), whenever possible. Rent increases for work performed will be determined in accordance with 29 RCNY §2-01.

**Preparer's Certification (must be signed by a registered architect or licensed engineer):**

*I am a Registered Architect/Professional Engineer [strike as appropriate]. I certify that this Narrative Statement is a complete and accurate statement of the work proposed in the filed alteration application and plans for the units and common areas described.*

\_\_\_\_\_  
*Name (printed)*

\_\_\_\_\_  
*Relationship to Building*

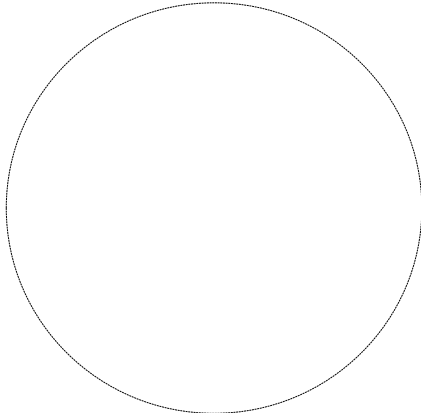
\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_

\_\_\_\_\_  
*License Number and Expiration Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



*Affix seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the NYC Loft Board.*

**Description of Work:**

Location of Work (Unit Designation Or Common Area)	Work to be Performed	Type and Amount of Material/Equipment	Estimated Time Schedule	Non-compliant Conditions Addressed (Include citation of law)	Comments
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## Certification of Service of Narrative Statement

(complete after serving Narrative Statement on occupants and file with Loft Board ONLY)

I, \_\_\_\_\_ (Owner) certify under penalties provided by law,

including fines or imprisonment, or both, that I served this Narrative Statement on all occupants of the premises, within 5 days prior to this filing and certify that I am submitting to the Loft Board together with proof of service, the original Narrative Statement, two (2) copies of the filed Alteration Application along with the Department of Buildings' acknowledgement of filing and two (2) copies of the submitted plans.

Service on the parties has been accomplished as follows (attach additional sheets if necessary):

Occupant Name(s) and Unit(s)	Address Where Served	Personal Delivery	Certified/Registered and Regular Mail

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Owner, Officer of Corporation, Lessee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Owner's Certification of Compliance with Occupant Notice Provisions of Code Compliance Regulations – Section 2-01(d)(2)(vi)

Location Information:

House No(s) Street Name
Borough Block Lot
IMD No

Owner Information:

Name(s) of Owner(s):
Address:
Telephone Number:
Email Address:

INSTRUCTIONS

The owner must complete this form and file it at the Department of Buildings (DOB) within five (5) days after filing the narrative statement and legalization plan with the Loft Board.

OWNER'S CERTIFICATION

I hereby certify, under the penalties provided by law, including fine and imprisonment, or both, that:

- 1. All occupants of the above address have been served with copies of the Narrative Statement and that the Loft Board has been served with the original Statement and attachments;
2. I will comply with all other requirements of 29 RCNY Section 2-01(d);
3. I will comply with the requirements for a tenant protection plan pursuant to NYC Administrative Code § 28-104.8.4; and
4. I understand that prior to the issuance of a building permit, I must submit to the Borough Office a letter from the Loft Board certifying compliance with all requirements of 29 RCNY Section 2-01(d).

Name (Print)

Title (Owner, Officer of Corporation, Lessee)

Signature

Date