



**NEW YORK CITY LOFT BOARD**

100 Gold Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
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[www.nyc.gov/html/loft](http://www.nyc.gov/html/loft)

**MARC RAUCH**  
Chairperson

**QUESTIONNAIRE  
FOR OWNERS OF INTERIM MULTIPLE DWELLINGS  
WITH BUILDING PERMITS**

**DATE:** \_\_\_\_\_

**LANDLORD'S NAME AND ADDRESS:**

**IMD ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LANDLORD'S E-MAIL ADDRESS:**

\_\_\_\_\_

**CHANGES TO OWNER INFO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This questionnaire has been arranged so that the first question addresses owners who have obtained a Certificate of Occupancy, and subsequent questions pertain to owners who have not yet obtained a C of O. Please check the boxes below that apply to your building, and bring the completed questionnaire and all additional documents and information, as required, to your meeting with the Loft Board.

## **SECTION 1. - FINAL CERTIFICATE OF OCCUPANCY**

- I HAVE OBTAINED A FINAL CERTIFICATE OF OCCUPANCY.**

**NOTE:** *If you have checked this box, please file a copy of your final Certificate of Occupancy with the Loft Board, along with this questionnaire. You do not need to answer any other questions.*

- I HAVE NOT OBTAINED A FINAL CERTIFICATE OF OCCUPANCY.**

**NOTE:** *If you have checked this box, please complete all applicable portions of the questionnaire below.*

- I HAVE COMPLETED ALL REQUIRED LEGALIZATION WORK.**

- DEPARTMENT OF BUILDINGS (DOB) HAS ALREADY SIGNED OFF ON ALL MY REQUIRED LEGALIZATION WORK (CONSTRUCTION, ELECTRICAL, ELEVATOR, AND PLUMBING). I EXPECT TO OBTAIN MY FINAL CERTIFICATE OF OCCUPANCY BY \_\_\_\_\_ AND WILL FILE IT WITH THE LOFT BOARD BY \_\_\_\_\_.

- I HAVE REQUESTED A CERTIFICATE OF OCCUPANCY INSPECTION THAT HAS NOT YET BEEN COMPLETED BY DEPARTMENT OF BUILDINGS (DOB). HOWEVER, DOB HAS SIGNED OFF ON MY:

- Construction work
- Electrical work.
- Elevator work
- Plumbing work.

**(SECTION 1. - FINAL CERTIFICATE OF OCCUPANCY, CONTINUED)**

I HAVE NOT YET REQUESTED A CERTIFICATE OF OCCUPANCY INSPECTION BY DOB BECAUSE:

I have the following violations outstanding that must be cured before a Certificate of Occupancy may be issued:

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*(Please attach additional pages if necessary)*

Other Reasons:

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*(Please attach additional pages if necessary)*

**SECTION 2. - ARTICLE 7-B COMPLIANCE**

- I HAVE ACHIEVED ARTICLE 7-B COMPLIANCE.**
- A copy of my Article 7-B Compliance Form is attached.
- A copy of my Article 7-B Compliance Form will be filed with the Loft Board by \_\_\_\_\_.
  
- I HAVE NOT YET ACHIEVED ARTICLE 7-B COMPLIANCE.**

- I HAVE OBTAINED A TCO.**
- A copy of my TCO is attached.
- A copy of TCO will be filed with the Loft Board by \_\_\_\_\_.
  
- I HAVE NOT YET OBTAINED A TCO.**

***(SECTION 2, ARTICLE 7-B COMPLIANCE, CONTINUED)***

- I have hired \_\_\_\_\_ as my general contractor.
- The date that my contract was entered into is\_\_\_\_\_.
- The scheduled completion date for the scope of the work covered by my contract is \_\_\_\_\_.
- The percentage of legalization work that has been completed to date is:
  - 0%
  - 25 %
  - 50%
  - 75%
  - Other\_\_\_\_\_
- Performance of the legalization work covered by my contract began on or about\_\_\_\_\_.
- The expected date that the work will be 100% complete is\_\_\_\_\_.
- The expected date that the work will be complete is unknown because: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Please attach additional pages if necessary)*

**(SECTION 2, ARTICLE 7-B COMPLIANCE, CONTINUED)**

**The work has not started because:**

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*(Please attach additional pages if necessary)*

**The work presently is not continuing because:**

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*(Please attach additional pages if necessary)*

### **SECTION 3. - BUILDING PERMIT**

- I HAVE A VALID BUILDING PERMIT. A COPY OF MY VALID BUILDING PERMIT IS ATTACHED.
- I HAVE AN EXPIRED BUILDING PERMIT. A COPY OF MY EXPIRED BUILDING PERMIT IS ATTACHED. I WILL RENEW MY PERMIT WITH DEPARTMENT OF BUILDINGS AND FILE IT WITH THE LOFT BOARD BY \_\_\_\_\_.
- I RECENTLY FORWARDED TO THE LOFT BOARD A COPY OF MY VALID BUILDING PERMIT ON OR ABOUT \_\_\_\_\_.

### **SECTION 4 - GENERAL INFORMATION**

***(Please circle the correct answer or fill in the number as appropriate)***

1. MY BUILDING IS/IS NOT SUBJECT TO THE NEW YORK CITY LANDMARKS LAW.
2. THERE ARE \_\_\_\_\_ IMD UNITS REMAINING IN MY BUILDING.
3. THERE ARE \_\_\_\_\_ NON-IMD RESIDENTIAL UNITS IN MY BUILDING.
4. THERE IS APPROXIMATELY \_\_\_\_\_ THOUSAND SQUARE FEET OF MANUFACTURING AND/OR COMMERCIAL SPACE IN MY BUILDING.
5. OF THE APPROXIMATELY \_\_\_\_\_ THOUSAND SQUARE FEET OF MANUFACTURING AND/OR COMMERCIAL SPACE IN MY BUILDING, APPROXIMATELY \_\_\_\_\_ THOUSAND SQUARE FEET IS PRESENTLY OCCUPIED.
6. MY BUILDING IS APPROXIMATELY \_\_\_\_\_ FEET HIGH.
7. MY BUILDING HAS \_\_\_\_\_ STORIES.

