



Loft Board

Rick D. Chandler, P.E.
Chairperson

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280 Broadway, 4th FL
New York, NY 10007
www.nvc.qov/loftboard

212.393.2616 tel
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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 212-393-2616

- 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. If I am filing the general application form, 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 include a basis for the application on the form?
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?



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FOR OFFICE USE ONLY

IMD No.: _____

Issue Date: _____

REGISTRATION APPLICATION UNDER MDL § 281(5)

NOTE TO OWNERS: This registration application must be completed if the building is being registered as an interim multiple dwelling pursuant to § 281 (5) of Article 7-C of the New York State Multiple Dwelling Law ("MDL"). The Loft Board reserves the right to reject, revoke or amend the registration for the building or units listed herein at any time pursuant to Title 29 of the Rules of the City of New York ("29 RCNY") § 2-05(b)(9). For additional information or instructions, please refer to 29 RCNY §§ 2-05 and 2-08(m) of the Loft Board's rules, its website, or contact the Loft Board at (212) 393-2616.

NOTE TO TENANTS & OWNERS: Any tenant or owner who contests the coverage under the MDL of a unit listed in § III.3 of this form, or the building in its entirety, must, in accordance with the terms of 29 RCNY § 2-05(b)(5), file an application with the Loft Board by no later than: (i) 45 days after service of this registration application is deemed complete; or (ii) 45 days following the date this registration application is filed with the Loft Board, whichever is later. For additional information, please refer to the Loft Board's rules, its website, or contact the Loft Board at (212) 393-2616.

Before submitting this registration, check each box to confirm the following documents are attached:

- A copy of the lease in effect on June 21, 2010, (or if vacant, copies of the most recent lease in effect) for each of the residential units listed in § III.3 below **and** for each of the commercial leases listed in § IV.2 below;
- A copy of the lease in effect during the "window period" for each of the residential units listed in § III.3 below, or if there was no lease in effect, proof of residential occupancy during the window period;
- A copy of the current lease in effect for each of the residential units listed in § III.3 below;
- A check in the amount of \$500 for each unit listed in § III.3 below, payable to the City Collector/Loft Board; and
- A copy of the building's current certificate of occupancy ("C/O"), if any.

If a particular question below is not applicable, please enter "Not applicable" and attach a separate signed statement explaining the reasons why such information is not applicable.

I. Building Address (including alternate address, if applicable):

House No. (include range)	Street Name	Borough	Zip Code	Tax Block	Tax Lot	Zoning District	C/O Number

II. Building Owner and Management Information:

1. Owner's Name: _____ Business Address: _____
2. Business Phone No. () _____

Unless otherwise indicated, the owner's name listed above will be used as the primary contact person for the building, and will receive all notices and correspondence issued by the Loft Board. Pursuant to Title 29 of the Rules of the City of New York § 2-05, an owner of an IMD building is required to report to the Loft Board any change to the ownership/management information within five (5) days of the change. Failure to do so may lead to the imposition of civil penalties or fines in accordance with Title 29 of the Rules of the City of New York §2-11.1.

3. If building owner is not an individual, list each officer's/member's name, title, phone number and email address:
- a. Name: _____ Title: _____
 Phone No. () _____ Email: _____
- b. Name: _____ Title: _____
 Phone No. () _____ Email: _____

Please indicate stockholders/shareholders who own or control at least 10 percent of the corporation's stock.

4. Lessee of Whole Building's Name (if applicable): _____
- a. Business Address: _____
- b. Phone No.: _____ E-mail: _____
5. Managing Agent's Name: _____
- a. Business Address: _____
- b. Phone No.: _____ Email: _____

I hereby consent to designation as Managing Agent of the above-referenced building:

Signature of Managing Agent:

Date:

III. Residential Units:

1. Has the building ever been occupied for manufacturing, commercial or warehouse purposes?
 YES NO (check one)
2. Has the building been issued a residential certificate of occupancy by the New York City Department of Buildings?
 YES NO (check one) If yes, when? _____
3. List each unit that was occupied for residential purposes for at least twelve (12) consecutive months between January 1, 2008 and December 31, 2009. Attach additional pages as necessary. For each of the residential units listed below, you must attach copies of: (1) the lease in effect on June 21, 2010. (or if vacant, a copy of the most recent lease in effect), (2) the lease in effect during the "window period" (or, if no lease exists, proof of residential occupancy during the window period), and (3) the current lease in effect. For cooperatives and condominiums, all of the foregoing leases for units that are not owner-occupied must be attached.

Floor #	Unit #	Period of Residential Occupancy between 1/1/08 and 12/31/09	Name of Tenant in Occupancy between 1/1/08 and 12/31/09	Current Residential Tenant-Protected Occupant (if there is no tenant in the unit, indicate as vacant)

4. Are any of the units listed above located in a basement or cellar?
 YES NO (check one)
 If yes, indicate which unit(s) _____

5. Do any of the units listed above require access through another residential unit?
 YES NO (check one) If yes, indicate which unit(s) _____

6. Does each of the units listed above have at least 1 window opening onto a street, yard or court?
 YES NO (check one)
 If no, list the units that do not have a window _____

7. Does each of the units listed above have at least four hundred (400) square feet in area?
 YES NO (check one)
 If no, list the units that have less than four hundred (400) square feet in area. _____

8. Is the building located in an "Industrial Business Zone"?
 YES NO NOT SURE (check one)
 If yes, specify the Industrial Business Zone: _____

IV. Manufacturing/Commercial Units:

1. Are there any manufacturing/commercial units in the building?
 YES NO (check one)

2. If yes, list each of the manufacturing/commercial tenants in the building on June 21, 2010 below.
 (Attach additional pages as necessary). **You must attach a copy of the lease for each commercial tenant listed below, (or if no lease exists, attach a signed affidavit outlining the terms of the rental agreement).**

Floor #	Unit*	Commercial Tenant's Name	Use Group	Briefly Describe the Current Activity in the Unit

V. Owner's Certification:

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the building code or of a rule of any agency, I may be barred from filing further applications or documents with the Department of Buildings.

I CERTIFY UNDER PENALTIES PROVIDED BY LAW, INCLUDING FINES AND/OR IMPRISONMENT, THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I HAVE ATTACHED ALL REQUIRED DOCUMENTATION. FURTHER, I AM MAINTAINING AND WILL CONTINUE TO MAINTAIN ALL MINIMUM HOUSING MAINTENANCE STANDARDS REQUIRED BY THE LOFT BOARD RULES.

Owner's Name (Print)	Owner's Signature	Date
Name of Lessee of Whole Building (Print)	Lessee's Signature	Date
Name of Managing Agent (Print)	Managing Agent's Signature	Date

NOTE: The Loft Board reserves the right to reject, revoke or amend the registration for the building or units listed herein at any time pursuant to Title 29 of the Rules of the City of New York § 2-05(b)(9).

PROFESSIONAL CERTIFICATION

Date: _____

Building Address (including alternate address, if applicable):

House No. (include range)	Street Name	Floor No.	Unit No.	Borough	Zip Code	Tax Block	Tax Lot

PROFESSIONAL CERTIFICATION

Being duly mindful of my responsibilities as a licensed Professional Engineer/ Registered Architect in the State of New York and acting as designated agent for the applicant, I hereby certify that the above described building did not contain commercial activity in a commercial unit on June 21, 2010 that:

- (i) has or should have a New York City or New York State environmental rating of "A", or "B" under Section 24-153 of the New York City Administrative Code for any process equipment requiring a New York City Department of Environmental Protection operating certificate;
- (ii) is or should be required under the Community Right-to-Know Law, at Chapter 7 of Title 24 of the Administrative Code of the City of New York, to file a Risk Management Plan for Extremely Hazardous Substances; and
- (iii) is or should be classified as High-Hazard Group H occupancy as set forth in Section 307 of the New York City Building Code,

or, if the commercial activity described above was present in the building on June 21, 2010, the activity does not exist as of the date of this registration application.

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the building code or of a rule of any agency, I may be barred from filing further applications or documents with the New York City Department of Buildings.

N.Y.S. P.E. or R.A. Seal:

N.Y.S. P.E. or R.A. Signature:

N.Y.S. P.E. or R.A. Name:

N.Y.S. P.E. or R.A. License Number:

INSTRUCTIONS: Pursuant to § 2-08(m) of Title 29 of the Rules of the City of New York, this certification must be submitted with the initial registration application for the building. For additional information, please refer to the Loft Board's rules, visit our website at www.nyc.gov/loftboard or call 212-393-2616.



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RENT INFORMATION ON JUNE 21, 2010

Pursuant to § 2-05(b)(10) of Title 29 of the Rules of the City of New York, owners of interim multiple dwellings are required to provide a telephone number where a responsible party can be reached at all times for emergencies. Please provide us with the information requested below and return this form to the Loft Board along with the signed registration application and a check payable to the City Collector/Loft Board for the registration fees.

Please note that all information contained herein shall remain confidential. **This form should NOT be served on the building's occupants with the registration form.** Should you have any questions, please contact our office at 212-393-2616.

I. Building's Address:

House No. (include range)	Street Name	Borough	Zip Code	BIN	Tax Block	Tax Lot

II. Contact Information for Building Owner and Management:

Owner's Name:

Mailing Address (including town, state and zip code):

Emergency Telephone Number(s) for the Owner: _____ Employer Tax Id (if applicable): _____

Daytime Telephone Number(s): _____ Email Address for Owner: _____

Name of the Managing Agent (if applicable): _____

Emergency Telephone Number for Managing Agent: _____

Name of Lessee of Whole Building (if applicable): _____

Emergency Telephone Number for Lessee of Whole Building: _____



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INSTRUCTIONS FOR FILING AN ANSWER TO AN APPLICATION

Dear Affected Party:

You have been served with a Loft Board application. You are receiving this application because you have been identified as an affected party on the application. This means that your interests in the building may be affected by the claim raised in the application. Along with the application and this instruction letter, you should have received a blank answer form.

If you want to respond to the claim raised in the application, you must complete the enclosed answer form, and follow the instructions listed in paragraphs (a) through (c) below. The answer must contain facts and arguments relevant to the issues raised in the application. If you do not want to file an answer, but wish to be kept informed of developments in this matter, please indicate this by checking the box on page 2 of the answer form.

(a) **DEADLINE FOR FILING AN ANSWER:** The deadline for filing an answer with the Loft Board depends on the type of application filed by the applicant. The nature of the application should be clearly marked on page 2 of the general application form, or otherwise will be specified as the title on page 1 of the application. If you do not file an answer by the deadline listed in the table below, you may be barred from filing an answer or offering any evidence in defense of the claim made in the application.

TYPE OF APPLICATION AND DOCKET PREFIX	ANSWER PERIOD
Appeal of Administrative Determination (AD)	25 calendar days after the application's mailing date
Access (LS)	20 calendar days after the application's mailing date or 15 calendar days after personal delivery
Challenge to Sale of Improvements (LF)	7 calendar days after the application's mailing date
Extension of Code Compliance Deadline (EX)	25 calendar days after the application's mailing date
Harassment Applications (TH)	20 calendar days after the application's mailing date
Reconsideration (R)	25 calendar days after the application's mailing date
Rent Adjustment (LE)	45 calendar days after the application's mailing date
RGB Notice	45 calendar days after the application's mailing date
Tenant Compensation Dispute (TC)	25 calendar days after the application's mailing date
All Other Types of Applications	35 calendar days after the application's mailing date

(b) **SERVICE OF AN ANSWER UPON APPLICANT AND PROOF OF SERVICE:** If you wish to file an answer, you must serve a copy of your answer upon the applicant before filing the answer with the Loft Board, as follows:

1. By mail, at the address of the applicant specified on the application; or
2. By facsimile transmission, at the fax number specified in the application, provided that a 2nd copy must be sent, within 3 calendar days of the fax, by mail to the applicant's address specified on the application. If the answer is served upon the applicant by fax and by mail within 3 calendar days of the fax, then service of the answer is complete on the day of the fax.

(c) **FILING AN ANSWER WITH THE LOFT BOARD:** You must file 5 copies of the answer (including 1 original), any accompanying documents, and proof of service made upon the applicant, with the Loft Board by the answer period deadline set forth in paragraph (a) above. Proof of service of an answer must be in the form of an affidavit of service on the Loft Board's approved form, if served by mail, or a facsimile receipt, if served by fax.

The answer must be filed with the Loft Board as follows:

1. By hand delivery to the Loft Board's offices between 9:00 am - 4:00 pm on Mondays through Fridays, except holidays.
2. By mail; or
3. By facsimile transmission. If the answer is submitted by fax, the original answer, accompanying documents, and proof of service, must also be submitted: (i) by hand delivery within 3 calendar days of the fax, or (ii) by mail, postmarked within 3 calendar days of the fax.

(d) The Loft Board reserves the right to impose a civil penalty in accordance with 29 RCNY§2-11.1 for every violation of the Loft Board rules whether or not the applicant requests the imposition of fines or penalties.

If you have any questions regarding this letter, please review 29 RCNY § 1 -06, visit the Loft Board's website at www.nyc.gov/loftboard, or call the Loft Board's Public Information Officer at 212-393-2616.

Very truly yours,

NEW YORK CITY LOFT BOARD