

SALES RECORD FORM
(See Multiple Dwelling Law Section 286 (12))

PART A

See instructions on page 6. You must attach a copy of all documents which prove a sale occurred, including a fully executed Sales Agreement.

Location Information:

House No(s) _____ Street Name _____

Borough _____ Date of Sale: _____

IMD No _____ Unit Sold (Number or Location): _____

Seller Information:

Name(s) of Seller(s): _____

New Address: _____

New Telephone Number: _____

Email Address: _____

Buyer Information:

Buyer Name (if not Owner, complete Part B): _____

Address: _____

Telephone Number: _____

Email Address: _____

Information Concerning Harassment:

Has the Loft Board ever made a finding that any owner, lessee, agent or other person in control of the IMD unit subject to the sale harassed any occupant(s) of the unit? **YES:** _____ **NO:** _____

If **YES**, list the number of the Loft Board Order containing the harassment finding: _____

Has the Loft Board issued an order terminating the harassment finding? **YES:** _____ **NO:** _____

If **YES**, list the number of the Loft Board Order terminating the harassment finding: _____

If Owner is Converting Unit to Non-Residential Use:

Name(s) of New Tenant(if known): _____

New Telephone Number: _____ Email Address: _____

ATTACH A COPY OF NEW OR PROPOSED LEASE, IF ANY, FOR THE UNIT BEING SOLD.

Buyer's Statements and Signatures:

I swear or affirm that all of the information provided in the foregoing Sales Record Form is true.

PRINT NAME

SIGNATURE OF (Circle One) OWNER OR AUTHORIZED REPRESENTATIVE

If owner is not a natural person, the signer must state his/her relationship to the owner. If signer is not the owner, the signer must state the signer's relationship to owner and/or premises and complete PART B:

Notary's Statement and Signature:

Sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

Seller's Statements and Signatures:

I certify that I have read the foregoing Sales Record Form and additional documents proving the sale and that to the best of my knowledge and belief they accurately reflect the sale which occurred.

PRINT NAME OF OCCUPANT

SIGNATURE OF OCCUPANT WHO SOLD RIGHTS

PART B

OWNER'S AUTHORIZATION

Complete this section when a person or entity other than the owner purchases the rights to a unit.

Owner's Statements and Signatures:

_____, the owner of the
(Name of owner)

premises located at _____,

New York, hereby declare(s) that _____
(Name of person or entity to whom authorization given)

is authorized to purchase the rights to unit _____. I give this authorization with full knowledge of the obligations imposed upon me and rights accorded to me as owner of the premises by Article 7-C of the MDL.

_____ is the:
(Name of person or entity to whom authorization given)

☐ Lessee

☐ Agent

☐ Other: _____
(Specify title of entity to whom authorization given)

of the premises.

I hereby swear or affirm that the statements on this form are true.

PRINT NAME

SIGNATURE OF OWNER (If owner is not a natural person, the signer must state his/her relationship to the owner.)

Notary's Statements and Signature:

Sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

PART C

DECLARATION OF INTENT

Complete this section when unit is being converted to non-residential use.

_____, the owner or authorized representative
(Name of entity or individual submitting form)

of the owner of the premises located at _____,

_____ New York hereby declare(s) owner or authorized representative has

purchased the rights to unit _____ and that the unit is to be used for non-residential purposes.

The non-residential use of the unit will conform to the applicable provisions of the Zoning Resolution and Administrative Code, and any existing certificate of occupancy or other source of legal authorization for the use of the unit. The owner or authorized representative of the owner may not reconvert the unit to residential use without first complying with all applicable provisions of the Zoning Resolution and Administrative Code and Multiple Dwelling Law.

There (is) (is not) a certificate of occupancy for the premises. (If there is a certificate of occupancy, a copy must be attached.)

Owner's or Authorized Representative's Statements and Signatures:

I swear or affirm that the statements on this form are true.

PRINT NAME

SIGNATURE OF PERSON SUBMITTING FORM

If owner is not a natural person, use the line below to state relationship of the signer to the owner.

If signer is not the owner, use the line below to state the relationship of the signer to owner and/or the premises.

Notary's Statements and Signature:

Sworn to before me this _____ day of _____, 20 _____.

NOTARY PUBLIC

PART D

INSPECTION REQUEST FORM

Location Information:

House No(s)_____ Street Name_____

Borough_____ IMD No_____ Unit Sold (Number or Location):_____

To expedite the inspection of a unit which is to be used for non-residential purposes, provide three dates and times for the Loft Board to conduct an inspection of the unit pursuant to Title 29 of the Rules of the City of New York ("RCNY") §2-10(d)(i)(ii)or(d)(2). Specify dates and times during business hours and commencing at least one week after the Loft Board receives this form. Also, indicate who should be contacted to provide access or alternate arrangements, if needed.

Contact Information:

Contact Name:_____

Telephone Number:_____

Email Address:_____

Proposed Dates and Time for Inspection:

1._____

2._____

3._____

INSTRUCTIONS

The New York City Loft Board has designed this form for Owners (or their authorized representatives) and Tenants to use when Tenants sell their rights under section (“§”) 286(12) of Article 7-C, of the New York State Multiple Dwelling Law (“MDL”) and § 2-10 of Title 29 of the Rules of the City of New York (“RCNY”). The form contains Parts A through D.

- Complete this form for completed sales that occurred **on or after March 16, 1990**. All information must be complete and accurate. **Filing false information or a false document may subject the owner to a civil penalty of up to \$17,500.**
- The Loft Board will not record a sale unless the parties have completed the sale. Do not submit this form unless the parties have met all of the terms and conditions of the sale.
- **Pursuant to § 2-10 (c), a harassment finding may affect whether a unit can be de-regulated or converted to commercial use after a sale of rights.**

Part A

This part of the form tells the Loft Board a sale of rights for an Interim Multiple Dwelling (“IMD”) unit has occurred and the future use of the unit.

Once the owner and the tenant sign the form, the Owner must file the form and supporting documentation showing there was a sale with the Loft Board within 30 days of the date of sale. Supporting documentation should include a fully executed Sales Agreement and proof of payment (if applicable). **Failure to timely file the form and supporting documents may subject the owner to a civil penalty of up to \$17,500.**

Part B

The owner must complete and file Part B, the Owner’s Authorization, if the Sales Record Form or the supporting documentation shows that someone other than the owner purchased the tenant’s rights. Loft Board staff will not record the sale unless this part of the form, if applicable, is completed and filed along with the other documents.

Part C

An owner converting the unit to a non-residential use must complete and file Part C, the Declaration of Intent, along with the other required documentation. **The Loft Board will not honor any sale or agreement in which an occupant purported to sell or waive rights under Article 7-C prior to:**

- **June 21, 1982 for units subject to article 7-c pursuant to mdl § 281(i),**
- **July 27, 1987 for units subject to article 7-c solely pursuant to mdl § 281(4) or**
- **June 21, 2010 for units subject to article 7-c solely pursuant to mdl § 281(5)**

Part D

Part D, the Inspection Form facilitates the scheduling of an inspection by the Loft Board to verify non-residential use and to verify that residential fixtures or fixtures that were constructed or installed without necessary approvals by the appropriate government agencies have been removed.

Direct any questions regarding this form to the Loft Board at (212)-393-2616 or nycloftboard@buildings.nyc.gov.