

**NYC
BUILD IT
BACK**

Stronger & Safer

Document Checklist for Multi-family (5+ Unit) Residential Buildings



Bill de Blasio
Mayor

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For purposes of the Build it Back program, multi-family properties contain five or more dwelling units and can include rental, cooperative and condominium apartments. To be eligible for Build it Back, these properties must have incurred damage during Hurricane Sandy. This is a checklist of documents that owners, landlords and co-op or condo boards/associations may need to provide to determine eligibility for Build it Back funding.

Identity:

For the Applicant and any co-Applicants

- Government issued photo ID (Driver's license, Passport, Permanent Resident card, Military ID)

Documentation of private insurance claim or settlement (if applicable):

If you've either made a private insurance claim or received a settlement for the Sandy-damaged property, you will be asked to provide all of the following:

- Amount claimed/received
- Insurance company name, agent's name and phone number
- Policy date, number and claim number

Rent Roll

If rental building:

- A current rent roll for the property listing all rental units, current rent, unit size (# of bedrooms), occupancy status (vacant or occupied) and any rental subsidy such as Section 8

If rent stabilized:

- Include legal and preferential rents on the rent roll
- Most recent Annual Rent Registration Form

If a Condo or Co-op:

- Submit a list of all units
- Current maintenance of condo fee charged
- Unit size (# of Bedrooms)
- Occupancy (vacant or occupied)

Income and Expense Statement Form

- Real Property Income and Expense (RPIE) statement (if rental or co-op)
- Property's Annual Financial Statement
- Prior years annual income and expenses

Mortgages

For any outstanding mortgages on the property:

- Copies of the note and mortgage
- Copies of the most recent mortgage statement

Proof of Citizenship of Owner

- US Passport or US Passport Card matching name on application
- US Birth Certificate
- Certificate of Naturalization
- Certificate of Citizenship

If not a citizen, you must provide either an:

- Alien Number
- I-94 Admission Number

Receipts showing expenditures to repair damage caused by Hurricane Sandy:

You may have already received funds intended for Sandy-related rehabilitation repair. These may have come from FEMA, SBA, the National Flood Insurance Program, New York State Assistance or philanthropic groups. If so, please provide receipts and other documentation demonstrating that these funds were spent appropriately, according to your funding source.

What happens after I register my multifamily property for NYC Build it Back?

1. Meet your Project Manager

- After you register for NYC Build it Back, a Project Manager will contact you. This first conversation will explain the program in more detail and go through an application so we can better understand how your property was affected.
- Meeting will take place over the phone and should be between a property owner, co-op/condo board representative, individual condo owner or property manager.
- After the first conversation with your Project Manager, you will need to collect the required documents. A complete list is detailed on the Multifamily Checklist.
- Project manager will schedule a in-person meeting to collect their documents and sign the application.

2. Determine Eligibility, Assess the Damage to Your Properties

- You will schedule a time with your Project Manager to have a NYC Build it Back inspector and environmental engineer come to assess the damage caused by Sandy.
- Your Project manager will review the documentation you provided and the completed damage assessment to determine the property's eligibility.

3. Review Your NYC Build it Back Scope

- Review the NYC Build it Back engineer's scope of repair and resiliency work.
- Solicit bids from general contractors to complete the work.

4. Finalize your Build it Back Plan

- Determine the loan amount.
- Sign loan documents with NYC Build it Back.