

Case files for applications decided by the Board are stored off-site and can be requested by completing this form and submitting via email to records@bsa.nyc.gov.

Section A Case File Request Information

<u>BSA Calendar Number</u>	<u>Property Address</u>		
<u>Applicant / Representative</u>	<u>Borough</u>	<u>Block</u>	<u>Lot(s)</u>

Section B Contact Information

<u>Name</u>	<u>Company</u>
<u>Phone</u>	<u>Email</u>

Once the item has been received, a Records Unit Specialist will contact you and schedule an appointment at the BSA office for viewing.

A **\$50.00** fee is required for each off-site case file requested. In addition, copies of materials can be provided at a charge of **\$0.25** per page. At time of appointment, a check will be required for the case file and any copies requested, payable to: **NYC Board of Standards and Appeals**.

This form is only to order a case file, not a property search. If you do not know the BSA Calendar or Docket number, you can use [our search tools online](#), or if you require additional assistance, contact the BSA office at (212) 386-0009 and a BSA Records Unit Specialist will assist you.

By submitting this form, I acknowledge that I am responsible for payment regardless of whether I choose to view the file. Make checks payable to: NYC Board of Standards and Appeals and mail to:

NYC Board of Standards and Appeals
Attention: Records Unit
22 Reade St, 1st Fl
New York, NY 10007

Section C For BSA Office Use Only

<u>Account Number/Receipt</u>	<u>Amount Due</u>	<u>Payment Received</u>
<u>Records Unit Specialist</u>	Budget Code 7666	Revenue Source 047000 Sub-Revenue Source BV