

## SERVICE NOTICE

### [Local Law 110 of 2019](#): Owners Must Post or Distribute Copies of all DOB Summonses with DOB's [Local Law 110 of 2019 Tenant Information](#) Flyer

Effective December 5, 2019, building owners must post a copy of a DOB/OATH summons in the lobby of the building that was issued a violating condition. Owners must distribute a copy of a DOB/OATH Summons to the tenant(s) of the occupied dwelling unit and any adjacent occupied dwelling units where the violating condition occurred.

#### Posting a copy of a DOB/OATH Summons

- Any summons issued on/after December 5, 2019 for a violating condition outside of an occupied dwelling unit must be posted no later than five (5) calendar days after the summons is served.
- The owner must **post in the lobby of the building**, in a conspicuous manner, a copy of the summons and DOB's [Local Law 110 of 2019 Tenant Information](#) flyer until the summons is resolved.

*NOTE: To find out the status of a summons, enter the summons number in **OATH/ECB Violation Number** in the Buildings Information System (BIS) at [www.nyc.gov/bis](http://www.nyc.gov/bis).*

#### Distributing a copy of a DOB/OATH Summons

- Any summons issued on/after December 5, 2019 for a violating condition outside of an occupied dwelling unit must be distributed no later than five (5) calendar days after the summons is served.
- The owner must distribute to the resident of the occupied dwelling unit and to the residents of the adjacent occupied dwelling units a copy of the summons and DOB's [Local Law 110 of 2019 Tenant Information](#) flyer.

*NOTE: The **Local Law 110 of 2019 Tenant Information** flier can be printed from DOB's website at <https://www1.nyc.gov/site/buildings/homeowner/living-safely.page>.*

For more information, see [Local Law 110 of 2019](#).

**POST UNTIL: December 31, 2019**