

SERVICE NOTICE

New Required Document in DOB NOW: *Build* – Property Ownership Certification ([Local Law 160 of 2017](#))

Beginning August 16, 2021, for jobs created on or after August 16, 2021, applications for New Building and Alteration-CO in DOB NOW: *Build* will require a [Property Ownership Certification Form](#) to proceed with a permit request.

Who is required to submit the Property Ownership Certification form?

All applicants for a New Building (NB) or Alteration-CO (Alt-CO), except for those listed below, must submit the form.

Exceptions:

- jobs on government-owned properties
- an application filed by a tenant for work to be performed in a unit or space occupied by the tenant

The Property Ownership Certification form **will not be listed** in the DOB NOW: *Build* Documents section for applications that have the Owner Type as NYC Agency, NYCHA/HHC, Other Government Owned and Operated or School Construction Authority. For work by a tenant on a tenant-occupied space, the owner must select in the **Owner Arrears** part of the **Statements & Signatures** section of the filing, this Exception: a portion of the property is occupied by a tenant who is not an owner of the property or responsible for any covered arrears owed with respect to the property. The form will be listed in the Documents section of the filing, and the applicant should select **Request Waiver** from the **Action** column for the Property Ownership Certification form.

Who are the Property Owners who must be listed in Section 2 of the form?

For purposes of the Property Ownership Certification form, the ‘owner’ of the property is the property owner reflected in NYC Department of Finance (DOF) records. If the owner listed in DOF records is an entity, list only the entity and the properties owned by that entity; the individual shareholders, partners, members, etc. do not need to be listed.

Condominiums and cooperatives:

- For work on the building, only the building owner and the properties owned by the building owner must be listed on the form. The owners of the individual units in the building do not need to be listed.
- For work on an individual unit, only the owner of the individual unit and the properties owned by the individual unit owner must be listed on the form. The owners of the other units in the building do not need to be listed.

What are the Covered Arrears that must be listed in Section 3 of the form?

Covered arrears include any of the following:

- unpaid fines or civil penalties resulting from a decision by OATH or a court on a violation issued by DOB to the owner of the property (and the decision is not in the appeal process)
- any other unpaid fees or other charges owed to DOB that are not a result of a decision by OATH or a court.

Who can sign the form on behalf of the owner(s)?

The individual owner, or any member of the entity listed as the owner in DOF records, may sign the form.

Will the Property Ownership Certification form be visible to the public?

The completed Property Ownership Certification form will be visible in the DOB NOW Public Portal.

For questions about DOB NOW, submit an inquiry at www.nyc.gov/dobnowhelp.