

INSTRUCTIONS

Except in cases where an AEU3321 form has been submitted, this form or a notarized statement on a separate sheet of paper is required for the Certification of a Department of Buildings OATH Summons. This statement must be completed by the person who corrected the violating condition(s), must describe the steps taken to correct the violating condition(s), and reference all relevant permit numbers, job applications or other records that substantiate correction. If completed by the property owner or the respondent, and the work was not performed by either, an additional statement from the person who performed the work is required. If the work was performed on an elevator or boiler, the statement must be on a separate sheet of paper on the letterhead of the company who did the work.

VIOLATION INFORMATION

SUMMONS NUMBER - - -

I, _____, duly swear under penalty of perjury that I am the (check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Respondent | <input type="checkbox"/> Contractor | <input type="checkbox"/> Licensed Professional |
| <input type="checkbox"/> Owner (not respondent) | <input type="checkbox"/> Respondent's Employee | <input type="checkbox"/> Other (specify) _____ |

PLACE OF OCCURRENCE _____
(As listed on the summons) (Street Address) (City, State, Zip)

I performed the following work or hired a contractor/licensed professional to correct the above-cited summons _____
(Date)

STATEMENT IN SUPPORT

Describe the work performed (if additional space is needed, use attached supplement)

Name (print)	Notarization State of New York, County of:	Notary Seal
Signature	Sworn to or affirmed under penalty of perjury	
	day of 20	
Date	Notary Signature	

False certification is a criminal misdemeanor under sections 28-203.1.1 and 28-211.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or fine of up to \$25,000. It is also punishable with a civil penalty of up to \$25,000.

FORM SUBMISSION

To submit this form, use an eFiling account to login to DOB NOW at www.nyc.gov/dobnow and select the **BIS Options** portal. If you need to create an eFiling account visit www.nyc.gov/DOBNOWtips. Reminder, when submitting this form include all supporting

SUMMONS NUMBER - - -

page _____ of _____