

SERVICE NOTICE

Manhattan Customer Service Windows to Close at 1pm on Friday, April 25, 2025

Please be advised all offices at 280 Broadway, Manhattan will close at 1pm on Friday, April 25, 2025. Customers are encouraged to use online services. All other [borough offices](#) will maintain regular business hours.

Records cannot be picked up from the Manhattan Record Room on Friday, April 25, 2025. Customer Service Windows and the Record Room in Manhattan will resume normal operations on Monday, April 28, 2025.

For all litigation, subpoena, unsafe buildings, and FOIL related inquiries, please contact the email address provided below:

1. Unsafe Buildings (UB)

- *Survey Fee Payments* – Because in-person payments cannot be accepted during this time period, please return at another time to make such payment
- *UB Inquiries* – For UB-related inquiries, please email rrabinowitz@buildings.nyc.gov

2. Litigation Papers

For litigation papers, email janeisser@buildings.nyc.gov and amaggio@buildings.nyc.gov.

3. Subpoenas

Email any subpoenas to MaFrias@buildings.nyc.gov and Hethomas@buildings.nyc.gov.

NOTE: No need to include the subpoena fee in the email.

4. FOIL Requests

Submit all FOIL requests via the [NYC OpenRECORDS Portal](https://a860-openrecords.nyc.gov) (<https://a860-openrecords.nyc.gov>).