

Request for access to premises

Keys are not to be duplicated.

A. OWNERSHIP INTEREST									
State of New York County of _____, being duly sworn, deposes and says: I am the owner / lessee / other (specify if other) _____ of the premises located at: _____, floor _____ (if applicable), Borough of _____. The attached documentation will evidence my interest in the subject premises.	SS: _____ _____ (SIGNATURE) Sworn to me this _____ day of _____, 20 _____ _____ Notary Public								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc; padding: 2px;">Internal Use Only</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 2px;">Legal interest accepted by Padlock Enforcement Unit</td> </tr> <tr> <td style="width: 50%; padding: 2px;">_____</td> <td style="width: 50%; padding: 2px;">_____</td> </tr> <tr> <td style="padding: 2px;">(SIGNATURE)</td> <td style="padding: 2px;">(DATE)</td> </tr> </tbody> </table>		Internal Use Only		Legal interest accepted by Padlock Enforcement Unit		_____	_____	(SIGNATURE)	(DATE)
Internal Use Only									
Legal interest accepted by Padlock Enforcement Unit									
_____	_____								
(SIGNATURE)	(DATE)								

B. STATEMENT OF INTENT	
State of New York County of _____, being duly sworn, deposes and says: 1. By order of the Commissioner of the Department of Buildings, an Order of Closure was posted at the subject premises on or about: _____ (DATE) By order of the Commissioner of the Department of Buildings, the subject premises was sealed on: _____ (DATE) 2. The above Order of Closure posting and sealing of the premises was based upon a finding by the Commissioner of the Department of Buildings that the following violating condition(s) exist(s) at the subject premises: _____ _____ _____ 3. I require access to the sealed premises for the following purpose(s): a. To correct the violating condition(s) by taking the following actions: _____ _____ _____ b. Other purpose (describe): _____ _____ _____	

STATEMENT OF INTENT (CONTINUED)

- 4. I understand that the release to me by the City of New York of the key(s) to the padlock(s) on the subject premises is solely for the purpose(s) listed in paragraph 3, and that the premises will not be open for any other reason. I have attached to this affidavit any documents available to demonstrate the work I intend to do.
- 5. I understand that if the key(s) to the padlock(s) on the subject premises are used for any purpose other than that sworn to by me in this affidavit, such use will be deemed a violation of the Order of Closure described in paragraph 1 above and that I may be subject to arrest.
- 6. I agree to return the key(s) to the padlock(s) on the subject premises to the Department of Buildings upon request, or upon the date indicated below, whichever is earlier.
- 7. I understand that failure to return said key(s) to the Department by the date specified below may result in the Department's pursuing any further remedies provided by law.
- 8. I agree to re-padlock the premises prior to returning the key(s).

I hereby state that the above information is correct and complete to the best of my knowledge.

Falsification of any statement is a misdemeanor under the Administrative Code and is punishable by fine, imprisonment, or both.

It is unlawful to give a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by fine, imprisonment or both.

(SIGNATURE) Phone no. _____

Address _____

Sworn to me this _____ day of _____, 20_____

Notary Public

For Internal Use Only

Photo taken, initialed and attached _____ Copies of identification attached _____

Reasons access granted (If shown on documents, reference documents):

Key(s) must be returned by _____
(DATE)

Number of key(s) released _____

(SIGNATURE)

For Key Return Only

On _____, I returned _____ key(s) for the above premises, having replaced the Department's
(DATE)
chain and padlock to resecure the premises.

(SIGNATURE)