**NYC Consumer Affairs**

# RETAIL LAUNDRY SELF-CERTIFICATION
## Compliance with Laundries Laws, Regulations, and Rules

This Self-Certification includes three parts:

- PART I (general information)
- PART II (compliance)
- PART III (certifications and signature)

The owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) of your business must complete this form.

**Important: Please read each section carefully. You must complete each section by checking EACH statement that applies to your business and/or providing written statements. Attach additional sheets as necessary.**

**PART I**

| | |
|---|---|
| Legal Name of Business (Applicant): | |
| DCA License Number, if applicable:<br><br>*Applicants for a new license do not need to complete this field.* | |
| Premises Address *(Building Number, Street Name, Unit, e.g., Floor, Suite, City, State, ZIP Code)*: | |

I certify the following:

1. I am the owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock).

2. Applicant business has _____ employees.
   (*Enter number of employees*)

3. List all addresses at which laundry services (wash, dry, iron, or starch) will be performed:

| | |
|---|---|
| Address *(Building Number, Street Name, Unit, e.g., Floor, Suite, City, State, ZIP Code)*: | |
| Address *(Building Number, Street Name, Unit, e.g., Floor, Suite, City, State, ZIP Code)*: | |
| Address *(Building Number, Street Name, Unit, e.g., Floor, Suite, City, State, ZIP Code)*: | |
| Address *(Building Number, Street Name, Unit, e.g., Floor, Suite, City, State, ZIP Code)*: | |

4. Applicant will (*check all that apply*):

☐ Wash, dry, iron, or starch laundry on the premises for the general public.
☐ Offer self-service laundry machines for use by the general public.
☐ Store or collect laundry for laundry services for the general public.
☐ Store or collect laundry for delivery for the general public.

**PART II**

## Section 1: Compliance with Laws, Regulations, and Rules
Code Section 20-104 *et seq.*

**Check all boxes.**

☐ Applicant has read and understands that Applicant is responsible for complying with the following laws, regulations, and rules:

- Title 20 of the New York City Administrative Code (Code) at Chapter 1 beginning at Section 20-101, Chapter 2 beginning at Section 20-297.1, and Chapter 5 Sections 20-700 to 20-706 and 20-749 to 20-753
- Title 6 of the Rules of the City of New York (6 RCNY or Rules) at Chapter 1 beginning at Section 1-01, Chapter 2 beginning at Section 2-131, and Chapter 5 beginning at Section 5-06

☐ Applicant understands that Applicant can access the above laws and rules via **nyc.gov/BusinessToolbox**.

☐ Applicant understands that Applicant is responsible for knowing the most current laws, regulations, and rules, including any amendments and updates made to the laws, regulations, and rules that are relevant to Applicant's business.

## Section 2: Outstanding Final Judgments and Warrants
Code Section 20-104 *et seq.*
Code Section 20-297.3(d) (1)

**Check the box that applies to Applicant's business.**

☐ Applicant does **not** have any outstanding final judgments or warrants from a violation of Chapter 2 of the Code beginning at Section 20-297.1 or Chapter 2 of the Rules beginning at Section 2-131.

☐ Applicant has an outstanding final judgment(s) or warrant(s) from a violation of Chapter 2 of the Code beginning at Section 20-297.1 or Chapter 2 of the Rules beginning at Section 2-131. *(If you checked this box, you must provide details below.)*

**You must disclose all outstanding final judgments or warrants, even if you previously disclosed this information on a prior license application or Self-Certification.**

| | |
|---|---|
| Name of Case: | |
| Index Number: | |
| Court: | |
| Status of Judgment or Warrant: | |

**Check the box that applies to all individuals named on the application.** You must answer on behalf of all individuals named on the application. "Individual" refers to sole proprietor; individual general partner; corporate officer; shareholder owning 10% or more of the business; member; officer; Board of Directors member.

☐ Individual does **not** have any outstanding final judgments or warrants from a violation of Chapter 2 of the Code beginning at Section 20-297.1 or Chapter 2 of the Rules beginning at Section 2-131.

☐ Individual has an outstanding final judgment(s) or warrant(s) from a violation of Chapter 2 of the Code beginning at Section 20-297.1 or Chapter 2 of the Rules beginning at Section 2-131. *(If you checked this box, you must provide details below.)*

| | |
|---|---|
| Name of Case: | |
| Index Number: | |
| Court: | |
| Status of Judgment or Warrant: | |

## Section 3: Outstanding Final Judgments – Nonpayment or Underpayment of Wages

Code Section 20-104 *et seq.*
Code Section 20-297.3(d) (3) (b)

**Check the box that applies to your business.**

☐ Applicant does **not** have any outstanding final judgments from any civil, criminal, or administrative action involving nonpayment or underpayment of wages.

☐ Applicant has an outstanding final judgment(s) from a civil, criminal, or administrative action involving nonpayment or underpayment of wages. *(If you checked this box, you must provide details below.)*

| Name of Case: | |
|---|---|
| Index Number: | |
| Court: | |
| Status of Judgment or Warrant: | |

**Check the box that applies to all individuals named on the application.** You must answer on behalf of all individuals named on the application.

☐ Individual does **not** have any outstanding final judgments from any civil, criminal, or administrative action involving nonpayment or underpayment of wages.

☐ Individual has an outstanding final judgment(s) from a civil, criminal, or administrative action involving nonpayment or underpayment of wages. *(If you checked this box, you must provide details below.)*

| Name of Case: | |
|---|---|
| Index Number: | |
| Court: | |
| Status of Judgment or Warrant: | |

**You must disclose all outstanding final judgments, even if you previously disclosed this information on a prior license application or Self-Certification.**

**PART III**

**Certifications:**

- I am authorized to complete and submit this Self-Certification. I have reviewed the entire Self-Certification. To the best of my knowledge, this Self-Certification is true, correct, and complete. I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

- If any of the information in this Self-Certification changes, I will inform the Department of Consumer Affairs of those changes in writing.

- This certification shall be deemed executed in the City and State of New York and shall be governed by and construed in accordance with the laws of the State of New York (notwithstanding New York choice of law or conflict of law principles) and the laws of the United States.

*If you submit this form as an electronically filled-in PDF, you may type your name in the signature field.*

_____     _____
*Signature*                                *Print Name*


_____     _____
*Print Title/Position (if any)*            *Date*


**Please submit the signed original to DCA and make a copy for your records.**

All laws and rules of the City of New York, including the New York City Consumer Protection Law and Rules, are accessible via **nyc.gov/dca**.