

**INDIVIDUAL
DISCLOSURE STATEMENT FOR COMMERCIAL LEASING**

THIS DISCLOSURE STATEMENT MUST BE NOTARIZED

Date_____

If any additional space is required for any response, attach additional pages to this document. All additional pages must be identified at the top with the applicant's name, borough, block and lot of the property requested for leasing and the page and number of the question to which the response corresponds.

Applicant's Name:_____Borough:_____Block:_____Lot/s:_____

1. INDIVIDUAL (complete information below):

(Name) (Date of Birth) (Social Security #)

(Home Address) (City) (State) (Zip Code)

How long at this Address? _____

(Employer) (Occupation)

(Business Address) (City) (State) (Zip Code)

(Home Telephone Number) (Business Telephone Number)

2. Have you owned, leased or managed any non-City owned real property (this includes residential, commercial, vacant land, etc.) in New York City within the last 5 years?

_____Yes _____No

If yes, list the borough, block, lot, address, owner of record, dates owned, managed or leased (add additional page, if necessary).

BORO BLOCK LOT(S) OWNER OF RECORD/ADDRESS DATES OWNED/MANAGED/LEASED

3. Have you defaulted on any obligations to pay any of the following?

| | | |
|--------------------------------|------------------|-----------------|
| Real Estate Taxes | _____ Yes | _____ No |
| Water/Sewer Rents and Charges | _____ Yes | _____ No |
| Other Legally Mandated Charges | _____ Yes | _____ No |

If yes, please provide pertinent details of the default below or on a separate piece of paper.

4. Are there any judgments currently outstanding against you resulting from lawsuits brought by the City of New York or any of its Agencies?

_____ **Yes** _____ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

5. Are there any judgments currently outstanding against you other than those listed in question 4?

_____ **Yes** _____ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

6. Are you currently a party in any lawsuit in which the Department of Citywide Administrative Services or Real Estate Services or the City of New York or any of its Agencies is also a party?

If yes, specify the nature of the litigation, court, the date and docket number.

_____ **Yes** _____ **No**

7. Please provide name of current employer or name of business, if self-employed and annual income.

Name: _____

Address: _____

Annual Income: _____

Year Employed: _____

If you are a City employee, please state your position and the name of the agency.

(Agency) _____ (Position) _____

8. Within the past ten (10) years, have you ever been convicted of a crime(s)?

_____ **Yes** _____ **No**

If yes, identify the charges, the court(s) in which you were convicted, and the disposition of each matter.

9. Have you had a lease, license or permit for the use or possession of property from the City of New York? If yes, specify the address(es) of the property and the dates of the lease, license or permit.

Yes **No**

If yes, have you defaulted on any of your obligations relating to any lease, license or permit for this property? If yes, specify the reason for the default.

Yes **No**

10a. Have you purchased property from the City of New York? If yes, specify the address of the property and date you bid and/or purchased this property.

Yes **No**

10b. Do you have a mortgage with the City of New York? If yes, specify the property associated with this mortgage.

Yes **No**

10c. If yes to 10a or 10b, have you defaulted on any of your obligations relating to the purchase and/or mortgage of this property? If yes, specify the details.

Yes **No**

11. Have you ever defaulted on any local, state, or federal government contract? If yes, specify the details.

Yes **No**

12. Have you ever been barred from bidding or declared not responsible by a local, state, or federal government agency, entity or authority? If yes, please explain.

Yes **No**

13. Have you declared bankruptcy within the past 5 years?

Yes **No**

14. Are you a principal (holding a 20% or greater voting or equity interest) in any entity that has defaulted on any contract or other obligation to the City within the last 5 years?

____ **Yes** ____ **No**

15. Please provide two (2) bank references:

BANK REFERENCES

Bank Name (1) _____

Bank Address _____

Account # _____

Name on Account _____

Type of Account _____

Bank Name (2) _____

Bank Address _____

Account # _____

Name on Account _____

Type of Account _____

I understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement and any financial statements, representations of net worth and credit information statements submitted as part of my bid (The Statement) in determining my eligibility to lease property. The City may obtain a credit report(s) on me in connection with this application or any lease or occupancy relating thereto. If I ask, the City will tell me whether it has obtained a credit report and the name of the credit bureau.

I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Real Estate Services, pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

I understand that this lease application and bid packet may be rejected by the City of New York. I further acknowledge that the property will not be used for any illegal purposes. I agree that if anything arises which changes any of the statements I have made, I will promptly notify the Department of Citywide Administrative Services in writing.

This Statement and all documents pertaining to the bid submission are intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Department of Citywide Administrative Services discovers any material misrepresentation, omission or false statement, the Department of Citywide Administrative Services will not grant me the right to lease, and I may be prohibited from leasing City-owned property.

1) Individual's Name (print)

1) Individual's Name (print)

2) Individual's Signature

2) Individual's Signature

Sworn to and subscribed before me this
____ day of _____, 20____

Sworn to and subscribed before me this
____ day of _____, 20____

Notary Public/Commissioner of Deeds

Notary Public/Commissioner of Deeds

Name of Entity (Print)

Name of Officer/Title

Signature of Officer

Sworn to and subscribed before me this
____ day of _____, 20____

Notary Public or Commissioner of Deeds

Affix Corporate Seal