

REQUEST FOR CERTIFIED COPY OF PROPERTY REGISTRATION

I would like to request certified copies of the Last Valid Property Registration for the following buildings:

Building address	Reg #	Borough	Block	Lot

(add additional pages as required)

I am requesting these documents in my capacity as:

- ☐ Property owner/managing agent
- ☐ Tenant
- ☐ Interested party
- ☐ Expeditor (if expeditor for the owner, owner name and signature must be provided below as well as expeditor name).

I understand that there is an \$8 fee for each certified copy requested. Enclosed is a certified check or money order for \$ _____ made out to the Department of Finance. (If full amount is not provided, copies will be provided in the order requested).

Please mail the documents to me at (address, including city, state and zip)

_____.

Name (print) _____

Signature _____

Date _____

Expeditor requests only:

Owner's Name (print) _____ Signature _____

Date _____

MAIL COMPLETED FORM TO: HPD, REGISTRATION ASSISTANCE UNIT, 100 GOLD STREET, SECTION 6E, NEW YORK, NY 10038

For agency use only
 Date received _____ Date mailed _____ Date provided in person _____
 Agency Personnel initials _____

