

## Instructions for Application for Certificate of Eligibility and Reasonable Cost for Tax Abatement Pursuant to Administrative Code § 11-243.2 (J-51 Reform Program)

Applicants, project architects/engineers and /or Certified Public Accountants must complete this Application for a Certificate of Eligibility and Reasonable Cost for the J-51 Reform ("J-51 R ") program for submission to the Department of Housing Preservation and Development (HPD).

### APPLICANTS

- Complete application Form B1 and submit as a fillable pdf (live)
- Applicant or Applicant's authorized signatory, project architects/engineers and /or Certified Public Accountants must review and execute the respective Affidavits
- For the purposes of electronic submission to HPD, Affidavits must have digital signature of the authorized signatory applied. Affidavits must also be printed, signed & notarized, and mailed to HPD at the following address:

Attn: Division of Housing Incentives Re: J-51 Reform  
Department of Housing Preservation and Development  
100 Gold Street, Room 8C-09  
New York, N.Y. 10038

### SUBMISSION

#### Pre-Commencement of Eligible Construction Requirements

**These items should be submitted to HPD prior to the commencement of Eligible Construction.**

- D4a - Notice of Intent
- D4b - Affidavit confirming Notice to Tenants
- D4c - Notice to Tenants

#### Application

**These items should be submitted to HPD after completion of applicable Eligible Construction.**

- Submit the requisite application fee as further described on page 1 of Form B1.
- Submit a complete application with the below supporting documentation, as applicable. You may not need to complete every form. Consult the How to Apply section of the J-51 R webpage for guidance.
- All Applications
  - B1 - Application in fillable PDF "live" format (J-51 R Application)
  - B2 - J-51 R Workbook
  - C4 - Affidavit of Non-Duplication
  - D3a - Affidavit of Ownership and Energy Star Compliance
  - D3b – Owner's Affidavit of No Harassment
  - D5a - Affidavit of Violation Clearance for Owners
  - D5b - Affidavit of Violation Clearance for Architects and Engineers
  - E2 - Certificate of Compliance with DOB Regulations
  - E3 - Architect's/Engineer's Affidavit concerning Commencement and Completion Dates
  - Proof of Eligible Construction Costs (CPA Letter or if SGA, Disposition of Funds)
  - MDR Registration
  - Certificate of Occupancy
  - Applicable Permits
  - DOB-approved Plans
  - Affidavit for Lead-Based Paint Hazard Abatement

- Rental Buildings Only
  - DHCR Rent Registration
  - D7a - Owner's Declaration of Waiver of MCI Rent Adjustment
- Homeownership Buildings Only
  - Copy of the cooperative or condominium's offering plan or documentation demonstrating that the building is not subject to the requirements of § 352(e) of the General Business Law
  - Opinion of counsel
  - Proof of Average Assessed Valuation at commencement of Eligible Construction
- Regulated Homeownership Buildings or Substantial Governmental Assistance projects
  - Applicable Regulatory Agreement (s)

**PROCEDURE:**

- Submit a complete application to HPD at [J51\\_Customer\\_Service@hpd.nyc.gov](mailto:J51_Customer_Service@hpd.nyc.gov)
- Mail the original executed Affidavits to HPD as described above.
- Upon receipt of a complete electronic Application and corresponding fee, HPD will generate a Receipt of Application for the Applicant and/or their authorized filing representative.
- HPD will further contact these parties for additional information and subsequent procedural steps, as necessary.

## Application for Certificate of Eligibility for Tax Abatement Pursuant to Administrative Code § 11-243.2 (J-51 Reform)

This Application must be accompanied by a fee in the amount of \$1,000 plus \$75 for each additional dwelling unit in excess of six. The fee must be sent by wire or automatic clearinghouse (ACH) transfer to the following account of the City of New York: Bank of America account no. 004832041945; for a wire transfer, use routing no. 026009593 or for an ACH transfer, use routing no. 021000322. In order to properly credit your wire or ACH payment, include the property address indicated below in the "comments" or "remarks" field of the transfer. Capitalized terms not specifically defined herein shall have the meaning set forth in Administrative Code § 11-243.2 and Chapter 62 of Title 28 of the Rules of the City of New York ("J-51 Reform Rules").

Applications must be filed on or before April 30, 2025 for projects that completed construction on or before December 30, 2024 and within four (4) months of the Completion Date for projects that completed construction after December 30, 2024.

### **Section 1: Owner Information**

Owner Name:

Business Address:

Telephone:

Email:

Owner Type:

Authorized Signatory:

Authorized Signatory  
 Title/Role:

### **Section 2: Filing Representative Information**

Company Name (if applicable):

Primary Contact Name:

Business Address:

Primary Telephone:

Primary Email:

### **Section 3: Project Information**

Total Project Buildings:

Total Project Dwelling Units:

Project Claimed Costs:

Building 1:

Borough:

Tenure:

Address:

Total Dwelling Units before Rehabilitation:

Tax Block:

Total Dwelling Units after Rehabilitation:

Tax Lot(s):

Total Bedrooms before Rehabilitation:

Commencement Date:

Total Bedrooms after Rehabilitation:

Completion Date:

Total Qualifying Rental Unit:

SF before Rehabilitation:

% of Qualifying Rental Units:

SF after Rehabilitation:

DOB Permit(s):

**Section 3: Location Information Continued**

Use this sheet only if there are multiple  
 buildings in the Application

Building 2:

|                           |                                             |
|---------------------------|---------------------------------------------|
| Borough:                  | Tenure:                                     |
| Address:                  | Total Dwelling Units before Rehabilitation: |
| Tax Block:                | Total Dwelling Units after Rehabilitation:  |
| Tax Lot(s):               | Total Bedrooms before Rehabilitation:       |
| Commencement Date:        | Total Bedrooms after Rehabilitation:        |
| Completion Date:          | Total Qualifying Rental Units:              |
| SF before Rehabilitation: | % of Qualifying Rental Units:               |
| SF after Rehabilitation:  | DOB Permit(s):                              |

Building 3:

|                           |                                             |
|---------------------------|---------------------------------------------|
| Borough:                  | Tenure:                                     |
| Address:                  | Total Dwelling Units before Rehabilitation: |
| Tax Block:                | Total Dwellings Units after Rehabilitation: |
| Tax Lot(s):               | Total Bedrooms before Rehabilitation:       |
| Commencement Date:        | Total Bedrooms after Rehabilitation:        |
| Completion Date:          | Total Qualifying Rental Units:              |
| SF before Rehabilitation: | % of Qualifying Rental Units:               |
| SF after Rehabilitation:  | DOB Permits:                                |

Building 4:

|                           |                                             |
|---------------------------|---------------------------------------------|
| Borough:                  | Tenure:                                     |
| Address:                  | Total Dwelling Units before Rehabilitation: |
| Tax Block:                | Total Dwelling Units after Rehabilitation:  |
| Tax Lot(s):               | Total Bedrooms before Rehabilitation:       |
| Commencement Date:        | Total Bedrooms after Rehabilitation:        |
| Completion Date:          | Total Qualifying Rental Units:              |
| SF before Rehabilitation: | % of Qualifying Rental Units:               |
| SF after Rehabilitation:  | DOB Permit(s):                              |

**Section 4: Administrative Code § 11-243.2 Requirements**

|                                                                                                                                                                                                                                                                                                                                                                     |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Has a J-51 or J-51 Reform application for this building been filed in the past?<br>If yes, provide Docket # and submit C4 - Affidavit of Non-Duplication                                                                                                                                                                                                         | Yes | No |
| 2. Is any part of the premises being used as a Class B multiple dwelling, or for transient occupancy, or as an apartment hotel or transient hotel, or to provide short term rentals or owned or leased by an entity engaged in the business of providing short term rentals?                                                                                        | Yes | No |
| 3. Is any part of the premises rented to a corporation, partnership, or other entity?                                                                                                                                                                                                                                                                               | Yes | No |
| 4. Is the building receiving substantial governmental assistance?                                                                                                                                                                                                                                                                                                   | Yes | No |
| 5. Has this building ever received tax exemption or tax abatement under any other provision of state or local law?                                                                                                                                                                                                                                                  | Yes | No |
| <i>Rental Only</i>                                                                                                                                                                                                                                                                                                                                                  |     |    |
| 6. Are all Qualifying Rental Units registered as rent regulated with the New York State Division of Housing and Community Renewal?                                                                                                                                                                                                                                  | Yes | No |
| 7. Will all leases of all rent regulated units in the premises be of not less than two years, or one year at the request of the tenant?                                                                                                                                                                                                                             | Yes | No |
| 8. Will all rent regulated dwelling units in the premises remain rent regulated for no shorter than the Restriction Period?                                                                                                                                                                                                                                         | Yes | No |
| 9. I have filed a declaration with the New York State Division of Housing and Community Renewal waiving the collection of any major capital improvement rent increase granted by such agency pursuant to rent regulation that is attributable to the eligible construction that is the subject of this application. A copy of the declaration is enclosed herewith. | Yes | No |
| <i>Homeownership Only</i>                                                                                                                                                                                                                                                                                                                                           |     |    |
| 10. Is the premises privately sponsored?                                                                                                                                                                                                                                                                                                                            | Yes | No |
| 11. If not privately sponsored, the premises is owned by:<br><br>If Other, specify:                                                                                                                                                                                                                                                                                 |     |    |

**Section 5: General Questions**

12. Eligible Construction pursuant to this application was completed for the following reasons. Please check all that apply:
- ☐ Maintain Habitability of Building
  - ☐ Work related to Local Law 97
  - ☐ Work related to Local Law 97's prescriptive pathways for buildings < 25,000 sq. Ft.
  - ☐ Work related to Local Law 11
  - ☐ Other