

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 NYC Department of Finance. (If full amount is not provided, copies will be provided in the order requested).

If I am not the owner or managing agent for the building(s), I am attaching a letter of authorization to this form, signed by the owner granting me permission to obtain each certified copy requested.

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

Requestor Name (print) _____
 Signature _____
 Date _____
 Indicate Official Capacity _____

Expeditor Name (print) _____
 Signature _____
 Date _____
 Indicate Official Capacity _____

DO NOT ALTER THIS FORM IN ANY WAY

RETURN COMPLETED FORM TO:

HPD – Church Street Station – P. O. Box 3888 – New York – NY – 10008-3888

THIS SECTION IS FOR REGISTRATION ASSISTANCE UNIT USE ONLY

Date Received: _____ Date Mailed: _____ Date Provided in Person#: _____ Processed by: _____

Notes: _____

