

AFFIDAVIT OF TURNOVER IN AN EXEMPTED UNIT (AF-11)

(THIS VERSION OF THE AF-11 CAN ONLY BE SUBMITTED ONLINE. THIS VERSION CANNOT BE SUBMITTED BY MAIL.)

NOTE: If this Affidavit is not fully filled out, it will be REJECTED.

I, _____ (**print name**), swear or affirm under penalty of perjury as follows:

I am the owner, shareholder, or managing agent for the dwelling unit listed below and my contact phone number is: _____ (**phone number**) and my email address is: _____ (**email**).

I am aware that NYC Administrative Code § 27-2056.5(c)(i) requires that any unit that was issued a Lead- Based Paint Exemption from the Department of Housing Preservation and Development (HPD) based on testing conducted at the testing level of 1.0 mg/cm² must be reported to HPD when that unit has turned over (vacated by the previous occupant and will be re-occupied by a tenant).

I am reporting that the following dwelling unit was issued a lead-based paint exemption at the 1.0 mg/cm² testing level and the unit has recently turned over:

Building Address (Required)		Borough (Required)
Unit Number (Required)	Date Unit Became Vacant (Required)	Sequence Number (if known)

I am affirming that the above unit is described as (**must choose only one**):

- a) A unit in a building with 3 or more units, and I am the registered property owner or managing agent.
- b) A unit that is a condominium or cooperative unit, and I am the condominium or cooperative property registered managing agent.
- c) A unit that is a condominium or cooperative unit and I am the unit owner or shareholder. My mailing address for correspondence is: _____ (street), ____ (unit), _____ (city), _____ (state), _____ (zip code). I understand that a copy of the correspondence will also be mailed to the registered managing agent of the condominium or cooperative property.
- d) A unit that is in a 1- to 2-unit building and I am the registered property owner or managing agent.
- e) A unit that is in a 1- to 2-unit building. I am the property owner, and the building is not registered with HPD because I reside in the building. I understand correspondence will be mailed to the building address above. My unit number at the building is: _____ or No unit number because it is a 1-unit building.
- f) A unit that is in a 1- to 2-unit building, I am the property owner. I do not reside in the building, but the building is not registered with HPD because my immediate family member does live in the building. I understand correspondence will be mailed to the building address above. The immediate family member's name is: _____ (first name), _____ (last name). Their unit number at the building is: _____ or No unit number because it is a 1-unit building.

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I understand that under NYC Administrative Code § 27-2056.5(c)(i) the exempted unit reported on this affidavit is deemed revoked as of the date that the unit became vacant and, for this unit, I must comply with all of the requirements of Local Law 1, including providing the tenant with the annual notice required under NYC Administrative Code § 27-2056.4(e)(1), conducting the annual investigation for lead-based paint hazards as required under NYC Administrative Code § 27-2056.4(a), complying with the turnover requirements whenever a new tenant moves into a unit as required under NYC Administrative Code § 27-2056.8, and following the safe work practice requirements of Administrative Code § 27-2056.11.

I CERTIFY THAT I AM SUBMITTING THIS AFFIDAVIT ELECTRONICALLY, BUT I HAVE KEPT THE ORIGINAL OF THIS NOTARIZED AFFIDAVIT AS A PART OF MY RECORDKEEPING WHERE I WILL RETAIN IT FOR AT LEAST 10 YEARS.

THIS AFFIDAVIT MUST BE FILLED OUT AND SUBMITTED WHEN AN EXEMPTED DWELLING UNIT TURNS OVER. THIS RESPONSIBILITY IS ONGOING FOR ANY UNIT WITH AN EXEMPTION ISSUED AT THE TESTING LEVEL OF 1.0 MG/CM².

(Print Name)

(Signature)

State of _____, County of _____

Stamp

Sworn to before me this _____ day of _____, 20_____

(Notary Signature)