

New York City Local Law 151 requires owners to inspect steam radiators, a heat exchanger that is a component of a central heating system that uses steam heat to provide heat to rooms, in buildings with multiple dwellings where there is at least one unit where a child under the age of six resides. In order to determine whether a child under six resides in the unit, owners are required to deliver an Annual Notice between January 1 and January 16. The notice must be provided to the tenant in at least English and Spanish and in duplicate (two copies of each) so the tenant can retain a copy and return a copy to the owner. The Occupant should respond by February 15<sup>th</sup>. Attach to this form and retain for at least ten (10) years: Copy of sample Annual Notice in English and Spanish, available at [hpd.nyc.gov](http://hpd.nyc.gov). If the delivery was completed by a third party, also attach the company’s name and address to this form.

Building address	Owner/agent name	
Borough	Property registration #	Owner/agent signature

Apt #	Date of delivery	Method of delivery			Delivered by: Name of individual who delivered the annual notice	Response Received?		Child under the age of 6 resides in the apt?		Response method			
		Email	Mail	Hand delivery		Yes	No*	Yes	No	Occupant written response/Annual Radiator Notice	Occupant written response/ Annual Lead Notice	Occupant verbal response	Prior Knowledge

\*Owners are required by law to provide tenants with the Annual Notice for Inspection of Steam Radiators – Inquiry Regarding A Child, however, if a tenant is already providing information regarding the inquiry of a child using the Annual Notice For Prevention of Lead Based Paint Hazards-Inquiry Regarding a Child, then they are not required to submit this information a second time using on the Annual Notice For Inspection of Steam Radiators.