



**Department of
Housing Preservation
& Development**

nyc.gov/hpd

Office of Development
Tax Credits and Incentives
100 Gold Street
New York, N.Y. 10038

LOUISE CARROLL
Commissioner

PATRICIA ZAFIRIADIS
Associate Commissioner

MOLLY PARK
Deputy Commissioner

MIRIAM COLÓN
Assistant Commissioner

Dear Property Owner,

You may complete your FCE application by making the required submissions to HPD yourself or you may choose to have a filing representative make submissions and complete your application on your behalf.

If you choose to be represented by a filing representative, you must submit to HPD a letter giving the filing representative authority to make submissions related to your property. This letter is called an Authorization Letter and must include the following:

Authorization Letter

- Current 421-a Docket Number
- The address, borough, block and lot of your property
- The file representative's name, phone number, fax number and mailing address
- A statement that you authorize the filing representative to apply for the 421-a final certificate of eligibility for your property and to receive correspondence from HPD on your behalf
- Signatures from all owners of your property

Please note that if you choose to use a filing representative, HPD will send correspondence related to your application only to the representative and not to you.

All letters must be original and mailed or hand delivered to the following address:

ATTN: COMPLIANCE & ENFORCEMENT
100 Gold Street, Room 5G-2,
New York, NY 10038

