

## J-51 APPLICATION PACKET

This application packet includes the forms you will need in order to apply for J-51 tax benefits. It is the sole responsibility of the applicant to submit a complete and accurate application; processing cannot begin until all required documentation has been received by the J-51 Unit.

You are strongly advised to consult the statutes governing J-51 benefits (NYS Real Property Tax Law Section 489 and NYC Administrative Code Section 11-243) as well as the J-51 Rules and Regulations (Title 28 Rules of the City of New York Chapter 5, <http://72.0.151.116/nycnew/RulesTitle28.aspx>).

The following is an index of the contents of this packet. You may not need to complete every form. Consult the application instructions for guidance.

- ⇒ APPLICATION INSTRUCTIONS
- ⇒ LIST OF PERMITS REQUIRED FOR J-51 APPLICATIONS
- ⇒ PROJECT INFORMATION (Form J-1)
- ⇒ ITEMIZED SCHEDULE (Form J-2)
- ⇒ CERTIFICATE OF COMPLIANCE WITH DEPARTMENT OF BUILDINGS REGULATIONS (Form J-3, formerly Form TA-3)
- ⇒ COOPERATIVE AND CONDOMINIUM INFORMATION (Form J-4)
- ⇒ OWNER'S AFFIDAVIT OF NO HARRASSMENT (Form J-5A)
- ⇒ OWNER'S AFFIDAVIT OF NO HARRASSMENT (*Late Filing*) (Form J-5A & B)
- ⇒ AFFIDAVIT OF OWNERSHIP & ENERGY STAR COMPLIANCE (Form J-6)
- ⇒ AFFIDAVIT OF RENT REGISTRATION (Form J-7A)
- ⇒ RENT ROLL (Form J-7B)
- ⇒ INTERIM AFFIDAVIT OF RENT REGISTRATION FOR NEWLY CREATED DWELLING UNITS IN BUILDINGS EXPECTED TO BE OWNED AS RENTALS (Form J-7C)
- ⇒ INTERIM AFFIDAVIT OF RENT REGISTRATION FOR NEWLY CREATED DWELLING UNITS IN BUILDINGS EXPECTED TO BE OWNED AS COOPERATIVES OR CONDOMINIUMS (Form J-7D)
- ⇒ OWNER'S DECLARATION OF PARTIAL WAIVER OF RENT ADJUSTMENT (Form J-8)
- ⇒ AFFIDAVIT OF VIOLATION CLEARANCE FOR OWNER (Form J-9A)
- ⇒ AFFIDAVIT OF VIOLATION CLEARANCE FOR ARCHITECTS AND ENGINEERS (Form J-9B)
- ⇒ AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS (Form J-10A.2)
- ⇒ AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR ACCOUNTANTS (Form J-10B.2)
- ⇒ AFFIDAVIT OF FIRST SALE FOR COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS (Form J-10C)
- ⇒ NOTICE OF INTENT TO FILE FOR J-51 TAX EXEMPTION AND TAX ABATEMENT PURSUANT TO SECTION 11-243 OF THE ADMINISTRATIVE CODE (Form J-11)

**The following documents are not included in the packet but are available upon request:**

- ⇒ MODERATE REHABILITATION NOTICE TO TENANTS OF WORK TO BE PERFORMED (MR-1)
- ⇒ MODERATE REHABILITATION AFFIDAVIT TO HPD CONFIRMING NOTICE TO TENANTS (MR-2)
- ⇒ APPLICATION FOR ENRICHED BENEFITS FOR GOVERNMENT-ASSISTED REHABILITATIONS OF VACANT CITY-OWNED BUILDINGS ("Short Forms") (Forms SF-1 and SF-2)
- ⇒ APPLICATION FOR J-51 BENEFITS FOR LEAD-BASED PAINT HAZARD ABATEMENT

**J-51 LIST OF REQUIRED PERMITS**

The following is a list of requirements that are accepted as documentation by the J-51 Unit. They are categorized by type of alteration/improvement:

*Applications for alterations requiring a new or amended Certificate of Occupancy must include:*

- (1) PW-1, PW-1A, PW-1B and Initial Work Permits; and
- (2) Final Certificate of Occupancy; and
- (3) Additional documentation as may be applicable or requested.

*Applications for the following major capital improvements require the approval of designated agencies on the forms indicated below, and such additional documentation as the Office shall require. The forms listed herein may be revised or added to by the Department of Buildings, in which case the Office will require the forms as revised. If a Borough Office was not using any of the referenced forms when documentation was obtained, the Office may require the forms then in effect or as listed in the prior Rules.*

**a) Asbestos Abatement**

- (1) Asbestos Inspection Report (ACP-7), or copy of Asbestos Removal Plan.

**b) Adequate Wiring, New Wiring or New Service**

- (1) Certificate of Electrical Inspection or contractor's affidavit if Certificate is not applicable.

**c) Boiler/Burners: Boiler and Oil Burner Replacement**

- (1) Notice of Proposed Steam or Hot Water Boiler Installation for boilers serving 6 units or more and over 350,000 BTU's (B form 900A signed by a boiler inspector, DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
- (4) DOB Certificate of Electrical Inspection or contractor's affidavit if the Certificate is not applicable (e.g., if boiler only); and
- (5) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

**d) Boiler/Burners: Boiler and Gas Burner or Boiler and Combination Gas and Oil Burner**

- (1) Schedule B Plumbing (PW-1B) and/or Notice of Proposed Steam or Hot Water Boiler installation (B form 900A signed by a boiler inspector) (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
- (4) DOB Certificate of Electrical Inspection or contractor's affidavit if the Certificate is not applicable.

**e) Boiler/Burners: Boiler Only**

- (1) If burner is oil-fired, documents (1) through (5) in paragraph (c) above; or
- (2) If burner is gas-fired, documents (1) through (4) of paragraph (d) above; or
- (3) If burner is gas- and oil-fired, documents (1) through (4) of paragraph (d) above.

**f) Boiler/Burners: Burner Upgrading**

- (1) Approved Application for Certificate of Operation (APC 5-0, stamped, Bureau of Air, Noise and Hazardous Materials, DEP).

**g) Boiler/Burners: New Central Heating System**

- (1) Plan/Work Approval Application with Schedule C Heating & Combustion Equipment for oil or Schedule B Plumbing for gas (PW-1 with PW-1C or PW-1B), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) DOB Certificate of Electrical Inspection or contractor's affidavit if the Certificate is not applicable; and
- (4) Approved Application for Certificate of Operation (APC 5-0, stamped, Bureau Air, Noise and Hazardous Materials, DEP); and
- (5) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**h) Boiler Enclosure**

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**i) Chimney**

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**j) Compactor: Conversions to Central and Upgrading of Incinerators**

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
- (3) For replacement compactor, submit affidavit attesting to the replacement.

**k) Compactor: New or Refuse Chute**

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Computer print-out showing plumbing sign-off or B Form 505 (DOB) or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**l) Elevator Installation: Replacement or Upgrading (except replacement of hoist cables)**

- (1) Approved Elevator application/Permit (ELV-1, DOB); and
- (2) Sign-off by a DOB inspector (Form 73), or a stamped Elevator Inspection/Test Report by Approved Private Elevator Inspection Agency (ELV-3, DOB).

**m) Fire Escapes**

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**n) Hot Water Heater or Hot Water Tank**

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
- (4) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP).

**o) Landmarks Preservation Work Permit**

- (1) Permit for Minor Work or Certificate of Appropriateness as applicable and Notice of Compliance (Landmarks Preservation Commission); and
- (2) Description of Landmarks Preservation work listed on or attached to the J-2 form (previously R-2 form) available from the J-51 Office.

**p) Oil Tank Installation**

- (1) Plan/Work Approval Application with Schedule C Heating & Combustion Equipment (PW-1 with PW-1C), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

**q) Piping: Gas**

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Computer print-out showing plumbing sign-off or B Form 505 (DOB); and
- (4) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**r) Piping: Waste and Vent**

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Computer print-out showing plumbing sign-off or B Form 505 or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**s) Piping: Water Mains and Risers**

- (1) Plan/Work Approval Application with Schedule B (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Computer print-out showing plumbing sign-off or B Form 505 (DOB) or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**t) Sealing Dumbwaiters**

- (1) Initial Work Permit or PW-2 or Plan/Work Approval Application or computer printout showing scope of work (PW-1, DOB); and

- (2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**u) Sewer (Street Connection)**

- (1) Street Opening Permit from the Bureau of Sewers (DEP) or Bureau of Highways (Department of Transportation), as applicable.

**v) Sprinkler (new or relocated) Plumbing and Drainage**

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**w) Standpipes**

- (1) Plan/Work Approval (PW-1) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**x) Structural Items Not Physically Verifiable**

- (1) Affidavit from an architect or engineer specifying the nature, quantity and location of work done (e.g. number of floor joists installed, cubic yards of structural concrete used, pounds of structural steel used, etc.). In addition, length, size and placement of steel beams may be required. Photographs of new floor joists in place are recommended.

**y) Water Service (Street Connection)**

- (1) Street-Opening Permit (Bureau of Highways, DOT)

**z) Water Storage Tank**

- (1) No permit required for replacement, submit affidavit attesting to replacement.
- (2) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
- (3) Initial Work Permit or PW-2 (DOB); and
- (4) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).



OFFICE OF DEVELOPMENT: J-51 PROGRAM

NUMBER OF STORIES \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
BOROUGH \_\_\_\_\_

HPD USE ONLY CRC _____%
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ITEMIZED SCHEDULE

ITEM	QUANTITY	BLDG DEPT APPLIC. NUMBER	OWNERS CLAIMED COST	DATE CONSTRUCTION COMPLETED	FOR J-51 USE		
					QUANTITY ALLOWED	\$ ALLOWED PER UNIT	TOTAL \$ ALLOWED
<b>GENERAL CONSTRUCTION</b>							
# * Asbestos	SQ./LIN. FT.						
# * Boiler room enclosure	SQ. FT.						
# *Bulkhead (wall area)	SQ. FT.						
Ceiling:							
Cellar (fireproof gypsum board)	SQ. FT.						
Gypsum board or plaster	rooms						
# * Cement wash or waterproofing	SQ. FT.						
Ceramic tile, bathroom (only if completed before 12/31/2011)	bathroom					\$750	
# * Chimney, masonry	floors						
Compactor, see item Refuse							
# Concrete, structural slab	CU. YD.						
# Concrete, structural foundation	CU. YD.						
# Concrete, flatwork/sidewalks	SQ. FT.						
* Deleading of lead paint hazard							
Demolition & removal allowance	rooms						
DOORS (include frame and hardware):							
* Main entrance and lobby	set						
* Hollow metal	doors						
Wood swing (only if completed before 12/31/2011)	doors					\$135	
Bi-fold closet (only if completed before 12/31/2011)	Bi-fold					\$110	
Sliding closet (2 doors) (only if completed before 12/31/2011)	set					\$125	
** Storm	doors						
Dumbwaiters converted/closet (only if completed before 12/31/2011)	units					\$250	
Dumbwaiters sealed	units						
Entrance, stoops, steps/concrete	risers						
* Fire escapes	flights						
# Floor joists (include sub floor)	joists						
Flooring, finished wood (only if completed before 12/31/2011)	rooms					\$500	
Flooring, resilient/underlayment (only if completed before 12/31/2011)	rooms					\$450	
** Insulation, wall (thermal only)	SQ. FT.						
** Insulation, roof (thermal Only) (only if completed before 12/31/2011)	SQ. FT.					\$0.85	
# * Leaders and gutters	floors						
* Lintel replacement	units						
* Mailboxes (only if completed before 12/31/2011)	D.U.					\$50	
# * Masonry	SQ. FT.						
# * Parapet only	LIN. FT.						
# * Coping only, no parapet	LIN. FT.						
# * Parapet including Coping	LIN. FT.						
		<b>SUB-TOTAL</b>					

\* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)  
\*\* DENOTES ENERGY CONSERVATION ITEMS (MCI)  
# DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE

ITEM	QUANTITY	BLDG DEPT APPLIC. NUMBER	OWNERS CLAIMED COST	DATE CONS-TRUCTION COMPLETED	FOR J-51 USE		
					QUANTITY ALLOWED	\$ ALLOWED PER UNIT	TOTAL \$ ALLOWED
Partitions, gypsum board/plaster	rooms						
Partitions, framing	rooms						
# * Pointing	SQ. FT.						
<b>Refuse:</b>							
* Chute, complete	floors						
*Compactor, central unit (only if completed before 12/31/2011)	units					\$6,800	
<b>* Recycling, base separating unit (only if completed before 12/31/2011)</b>							
* turntable and/or diverter (only if completed before 12/31/2011)	chutes					\$17,000	
* recycling, floor control panel (only if completed before 12/31/2011)	floors					\$750	
# *Roof surface	SQ. FT.						
# * Railings, Roof	LIN. FT.						
Skylight including screens	units						
Stairs, steel	flights						
# Structural steel	LBS.						
*Window, single pane glass (only if completed before 12/31/2011)	units					\$140	
** Window, insulating glass	units						
** Window, insulated glass over 24sf	SQ. FT.						
** Window, storm with screen	units						
* Window guards, approved security	units						
* Window guards, childproof	units						
<b>ELEVATOR</b>							
* New elevator, complete	units + floors						
* Convert manual to automatic	units						
<b>ELEVATOR, PARTIAL :</b>							
* Motor	motor						
* Traction machine	units						
* One-speed controller (only if completed before 12/31/2011)	controller					\$6,200	
* Two-speed/variable controller	controller						
* Cables	floors						
* Shaftway door	doors						
* Floor call station	floors						
* Interlocks	interlocks						
* Door operator	units						
<b>Car:</b>							
* Reline cab	units						
# * Top of car safety device (only if completed before 12/31/2011)	units					\$2,800	
<b>PLUMBING</b>							
Bathtubs (only if completed before 12/31/2011)	tubs					\$450	
# * Hot water heater/tank(input)	MBH						
# ** Insulation, pipe (also heating)	LIN. FT.						
Kitchen sink (only if completed before 12/31/2011)	sink					\$175	
Lavatory (only if completed before 12/31/2011)	lavs					\$150	
<b>PIPING:</b>							
* Water main, risers, branches	D.U.						
* Waste and vent (complete)	D.U.						
# * Water service, street connect	LIN. FT.						
# * Sewer, street connection	LIN. FT.						
* Gas, risers and connections	D.U.						
		<b>SUB-TOTAL</b>					

\* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)  
 \*\* DENOTES ENERGY CONSERVATION ITEMS (MCI)  
 # DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

						FOR J-51 USE		
ITEM	QUANTITY	BLDG DEPT APPLIC. NUMBER	OWNERS CLAIMED COST	DATE CONSTRUCTION COMPLETED	QUANTITY ALLOWED	\$ ALLOWED PER UNIT	TOTAL \$ ALLOWED	
* Sprinklers, heads only (only if completed before 12/31/2011)	heads					\$30		
* Sprinklers, piping and heads	heads							
# * Standpipe	floors							
* Tank, water storage	gallon							
Water closets (only if completed before 12/31/2011)	units					\$200		
Food Waste Disposers (only if completed before 12/31/2011)	units					\$300		
<b>HEATING</b>								
# ** Boiler-bumer(output)	MBH							
# ** Boiler (output)	MBH							
# ** Bumer (output)	MBH							
Convectors or radiators	units							
# * Electronic boiler control system	units							
Exhaust duct (kit & bath only) (only if completed before 12/31/2011)	units					\$310		
# * Metal boiler stack	floors							
# * Oil tank	gallon							
* Piping, heat mains, risers, branch	rooms							
<b>ELECTRIC</b>								
*All new apartment wiring	D.U. + room							
* Apartment wiring only, adequate (risers and meter separate)	D.U.							
Service equipment and risers								
Electric service equipment:								
* With individual meter	entry + D.U.							
* With master meter	entry + D.U.							
* Apartment panel	D.U.							
Risers:								
* With individual meter	D.U.							
* With master meter	D.U.							
* Intercom, door opener (only if completed before 12/31/2011)	D.U.					\$100		
Outlet on new circuit	circuit							
* Smoke/carbon monoxide detector combination, hard wired	D.U.							
* Submetering installation	D.U.							
# Cogeneration Equipment	kilowatt							
		<b>SUB-TOTAL</b>						
<b>MODERATE REHABILITATION ONLY (only if completed before 12/31/2011)</b>								
Kitchen cabinets (only if completed before 12/31/2011)	LIN. FT.					\$55		
Kitchen cabinets, base/counter (only if completed before 12/31/2011)	LIN. FT.					\$70		
Medicine cabinets inc. mirror (only if completed before 12/31/2011)	units					\$85		
Range (minimum 24 in. width) (only if completed before 12/31/2011)	units					\$300		
Refrigerator (min. 12 cf. nominal) (only if completed before 12/31/2011)	units					\$420		
Steam or chemical cleaning (only if completed before 12/31/2011)	SQ. FT.					\$0.80		
		<b>SUB-TOTAL</b>						
		<b>TOTAL</b>						

HPD USE ONLY	
CALCULATED BY _____	DATE _____
REVIEWED BY _____	DATE _____
APPROVED BY _____	DATE _____
50% ___ 90% ___ 100% ___ 150% ___	TEMP ___
MTZ ___ TAEZ ___ AV56 ___	
NOI PENALTY	_____
INSPECTION PENALTY	_____
<b>TOTAL</b>	_____

ADJUSTED TOTAL	_____
DOLLAR LIMIT	_____
CUBIC REDUCTION	_____

\* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)  
 \*\* DENOTES ENERGY CONSERVATION ITEMS (MCI)  
 # DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**J-3**  
**CERTIFICATE OF COMPLIANCE WITH**  
**DEPARTMENT OF BUILDINGS REGULATIONS**  
**(FORMERLY TA-3)**

**Section I: Applicant Must Complete in Triplicate – This Section Only**

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

**APPLICANT: PLEASE DO NOT WRITE BELOW THESE LINES**

**Section II: Applications for Work Not Requiring a Department of Buildings Permit**

Pursuant to Section 11-243(g)(1) of the New York City Administrative Code (formerly Section J51-2.5(g)(1)), the Department of Buildings (DOB) has certified a true copy of the record of DOB violations which indicates that there are no outstanding Building Code violations on the property.

Approved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
HPD

**Section III: Applications for Work Requiring a Department of Buildings Permit**

Pursuant to Section 11-243(g)(1) of the New York City Administrative Code (formerly Section J51-2.5(g)(1)), the Department of Buildings (DOB) has certified that the work claimed on the J-51 application for the above-referenced premises has been completed and inspected in compliance with the rules and regulations of the DOB, and that, based on a review of the record of DOB violations, the premises is structurally sound and is in compliance with the applicable provisions of law.

Item	Plan/Work Approval Application #	Permit Date	Sign-off Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Alt #/ Permit Date: \_\_\_\_\_ C of O Inspection Date: \_\_\_\_\_ C of O Issue Date: \_\_\_\_\_

Items Deleted: \_\_\_\_\_ Applicant's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
DOB

<b>FOR HPD USE ONLY</b>	<b>DOCKET #</b> _____	<b>Date Sent:</b> _____	<b>Date Received:</b> _____
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**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**COOPERATIVE AND CONDOMINIUM INFORMATION**

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Docket # \_\_\_\_\_  
(if available)

1. Is this building a Cooperative? \_\_\_\_\_ Condominium? \_\_\_\_\_
2. Is the building privately sponsored? Yes \_\_\_\_\_ No \_\_\_\_\_
3. If not privately sponsored, is the building a Mitchell-Lama? \_\_\_\_\_ Organized under Article XI of the Private Housing Finance Law? \_\_\_\_\_ Organized under Article V of the Private Housing Finance Law? \_\_\_\_\_ Other (specify) \_\_\_\_\_
4. Is the building an Interim Multiple Dwelling (I.M.D.)? Yes \_\_\_\_ No \_\_\_\_
5. Is this an application for a co-op or condo in which dwelling units have been newly created through the Substantial Rehabilitation of a vacant building or the conversion of a non-residential building? Yes \_\_\_\_ No \_\_\_\_
6. For co-ops and condos where work was completed within 3 years from the date of the first closing of the sale of a unit or transfer of shares, provide:  
  
Date of first closing of a sale of a unit or transfer of shares to a bona fide purchaser  
\_\_\_\_\_. Submit with your application:
  - a) An affidavit from an officer of the co-op board or condominium association (Form J-10C) and a copy of the Attorney General's letter accepting the amendment declaring the Offering Plan effective.
  - b) Alternatively, if all work was completed within 3 years of the Attorney General's acceptance for filing of the prospectus, the Applicant may submit the AG's letter confirming acceptance in lieu of the Form J10-C.
7. For co-ops or condos where work was completed more than 3 years after the first closing or transfer of shares, submit:
  - a) Tax history from the Department of Finance showing assessed value at the time of commencement of construction; and
  - b) An affidavit signed by an officer of the co-op board or condominium association which lists, for the three-year period prior to commencement of work, the units which were sold, the sales price, and the number of rooms in each unit (Forms J-10A and 10B); and
  - c) Documentation supporting the room count. If no Certificate of Occupancy or other document on file with the Department of Buildings exists indicating the number of zoning rooms, then the determining number will be the number in the Offering Plan. If the number of rooms differs from that in the Offering Plan, submit a statement certifying the correct number from a licensed Architect.

All cooperatives and condominiums must submit an opinion of counsel, which states that, the building is a legal co-op or condo. All co-ops and condos must also submit a copy of the prospectus filed with the Attorney General. Co-ops or condos that were formed prior to the date when a prospectus was required by law, or which are exempt for other reasons from the filing requirements, must submit an attorney's opinion explaining why no filing was made.



**Office of Development**  
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100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**OWNER’S AFFIDAVIT OF NO HARASSMENT**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS Docket # \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) (if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

1. I am over 18 years of age and I reside at \_\_\_\_\_

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer)

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
to be herein referred to as the “premises”.

2. This affidavit is filed in compliance with the requirements of Section 489 of the Real Property Tax Law for receiving real estate tax exemption and/or tax abatement for which the total Certified Reasonable Cost (CRC) per dwelling unit of the contemplated alteration or improvement (including any CRC approved within four years prior to the commencement of the alteration or improvement) exceeds seven thousand five hundred dollars (\$7,500).
3. The attached list contains my name and the name of every owner of record and every owner of an interest of ten percent (10%) or more in the premises or entity owning the premises or sponsoring the conversion, alteration or improvement. Such list is incorporated herein as a schedule and is sworn to as part of this affidavit.
4. The date of the filing of this affidavit (the “cut-off date”) is not less than 30 days prior to the commencement of the conversion, alteration or improvement, (“the Work”), for which an application for benefits shall be filed.
5. None of those persons listed on the schedule on the list appended to this affidavit, had, within five years prior to the cut-off date, been found to have harassed or unlawfully evicted tenants by judgment or determination of a court or agency (including a non-governmental agency having appropriate legal jurisdiction) under the penal law, any state or local law regulating rents or any state or local law relating to harassment of tenants or unlawful eviction, (a “Finding”).
6. Benefits for the Work shall not be granted if: (a) this affidavit contains a willful misrepresentation or omission of a material fact; or (b) any person listed on the schedule has been found to have harassed or unlawfully evicted tenants pursuant to a Finding, until and unless the Finding is reversed on appeal, provided that any such Finding after the cut-off date shall not apply to or affect any tax exemption or abatement for the conversion, alteration, or improvement covered by this affidavit.
7. I am required to amend this affidavit when and if any information contained herein changes prior to applying for or claiming Benefits for the Work. However, any Finding made after cut-off date affecting any person either listed on the schedule or listed on any amendment shall not apply to or affect any tax exemption or abatement shall not apply to or affect any tax exemption or abatement for the conversion, alteration, or improvement covered by this affidavit.



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**OWNER’S AFFIDAVIT OF NO HARASSMENT**  
**(LATE FILING)**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS Docket # \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) (if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

- 1. I am over 18 years of age and I reside at

\_\_\_\_\_

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer)

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
to be herein referred to as the “premises”.

- 2. This affidavit is filed in compliance with the requirements of Section 489 of the Real Property Tax Law for receiving real estate tax exemption and/or tax abatement for which the total Certified Reasonable Cost (CRC) per dwelling unit of the contemplated alteration or improvement (including any CRC approved within four years prior to the commencement of the alteration or improvement) exceeds seven thousand five hundred dollars (\$7,500).
- 3. The attached list contains my name and the name of every owner of record and every owner of an interest of ten percent (10%) or more in the premises or entity owning the premises or sponsoring the conversion, alteration or improvement. Such list is incorporated herein as a schedule and is sworn to as part of this affidavit.
- 4. None of those persons listed on the schedule on the list appended to this affidavit, had within five years and 30 days prior to the (“Cut-off Date”) of the commencement of the conversion, alteration or improvement (the “Work”) for which the application for benefits is filed, been found to have harassed or unlawfully evicted tenants by judgment or determination of a court or agency (including a non-governmental agency having appropriate legal jurisdiction) under the penal law, any state or local law regulating rents or any state or local law relating to harassment of tenants or unlawful eviction, (a “Finding”), and no such Finding has been made between such Cut-off date and the date of filing this affidavit.
- 5. Benefits of the Work shall not be granted if: (a) this affidavit contains a willful misrepresentation or omission of a material fact; or (b) any person listed on the schedule has been found to have harassed or unlawfully evicted tenants pursuant to a Finding, until and unless the Finding is reversed on appeal, provided that any such Finding after the cut-off alteration, or improvement covered by this affidavit.
- 6. I am required to amend this affidavit when and if any information contained herein changes prior to applying for or claiming Benefits for the Work.

**OWNER'S AFFIDAVIT OF NO HARASSMENT  
SCHEDULE OF OWNERS**

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

List all owners of 10% or more

<u>Name</u>	<u>Percent Ownership</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Please list only the names of individuals, not of corporations or of partnerships. If the owner is a corporation or partnership, list the names of the officers or partners.

Sworn to me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**AFFIDAVIT OF OWNERSHIP & ENERGY STAR COMPLIANCE**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS Docket # \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) (if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

1. I am over 18 years of age and I reside at \_\_\_\_\_

2. I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer) (address/borough)

3. I prepared or caused the preparation of the attached application for a Certificate of Eligibility for the conversion, alteration or improvement of said premises in order to secure tax abatement and/or tax exemption pursuant to 11-243 of the Administrative Code of the City of New York, as amended. I hereby affirm that all the information submitted is true and accurate, that the premises comply with all applicable provisions of the Multiple Dwelling Law of the State of New York and other provisions of law; that all the work specified has been completed; that all the documentation supplied is accurate and complete; and that the conversion, alteration or improvement of said premises have, as required, been approved by the New York City Department of Buildings and/or other governmental agencies having jurisdiction. I further affirm that the conversion, alteration or improvement of said premises conforms to all requirements of Section 11-243 of the Administrative Code of the City of New York, as amended, and the Rules and Regulations promulgated thereunder by the Department of Housing Preservation and Development of the City of New York.

4. I hereby certify, as required pursuant to Section 11-245.8 of the Administrative Code of the City of New York and Section 5-05(c)(10) of Chapter 5, Title 28 of the Rules of the City of New York, that whenever any household appliance in any dwelling unit, or any household appliance that provides heat or hot water for any dwelling unit in the multiple dwelling, is installed or replaced with a new household appliance on or after March 19, 2006, such new appliance shall be certified as Energy Star, or that either (A) an appropriately-sized Energy Star certified household appliance is not manufactured, such that movement of walls or fixtures would be necessary to create sufficient space for such appliance, and/or (B) an Energy Star certified boiler or furnace of sufficient capacity is not manufactured.<sup>1</sup>

5. I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or tax exemption. The attached application is intended to be a written instrument as defined in Article 175 of the Penal Law and I understand that any false statement is punishable as a Class E felony which provides a term of imprisonment not to exceed four years.

Sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)

<sup>1</sup> For purposes of this paragraph, (A) "household appliance" shall mean any refrigerator, room air conditioner, dishwasher or clothes washer, within a dwelling unit in the multiple dwelling that is provided by the owner, and any boiler or furnace that provides heat or hot water for any dwelling unit in the multiple dwelling, and (B) "Energy Star" shall mean a designation from the United States Environmental Protection Agency or Department of Energy indicating that a product meets the energy efficiency standards set forth by the agency for compliance with the Energy Star program.



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**AFFIDAVIT OF RENT REGISTRATION**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_)

Docket # \_\_\_\_\_  
(if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer) (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for each of the dwelling units in the premises, a filing for rent registration with the New York State Division of Housing and Community Renewal has been made prior to the date of this affidavit. I further affirm that the said filing was done as required by the Omnibus Act of 1983 and that I submit as proof of registration the attached copy of rent registration from RR-2S.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or tax exemption. The attached application is intended to be a written instrument as defined in Article 175 of the Penal Law and I understand that any false statement is punishable as a Class E felony which provides a term of imprisonment not to exceed four years.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)





**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**INTERIM AFFIDAVIT OF RENT REGISTRATION FOR  
NEWLY CREATED DWELLING UNITS IN BUILDINGS  
EXPECTED TO BE OPERATED AS RENTALS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_ )

Docket # \_\_\_\_\_  
(if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer) (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for each of the dwelling units in the premises, a filing for rent registration with the New York State Division of Housing and Community Renewal, as required by the Omnibus Act of 1983, will be made no later than thirty days after initial occupancy or at the earliest date thereafter permitted by DHCR.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or tax exemption. The attached application is intended to be a written instrument as defined in Article 175 of the Penal Law and I understand that any false statement is punishable as a Class E felony which provides a term of imprisonment not to exceed four years.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**INTERIM AFFIDAVIT OF RENT REGISTRATION FOR  
NEWLY CREATED DWELLING UNITS IN BUILDINGS  
EXPECTED TO BE OPERATED AS CO-OPS OR CONDOS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_)

Docket # \_\_\_\_\_  
(if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer) (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for each of the dwelling units in the premises, a filing for rent registration with the New York State Division of Housing and Community Renewal, as required by the Omnibus Act of 1983, will be made no later than fifteen months after the Offering Plan was accepted for filing by the Attorney General in the event the co-op has not been declared effective within fifteen months from such acceptance.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or tax exemption. The attached application is intended to be a written instrument as defined in Article 175 of the Penal Law and I understand that any false statement is punishable as a Class E felony which provides a term of imprisonment not to exceed four years.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**OWNER'S DECLARATION OF PARTIAL  
WAIVER OF RENT ADJUSTMENT**

Docket # \_\_\_\_\_  
(if available)

Building Registration ID # \_\_\_\_\_

I, \_\_\_\_\_, am the \_\_\_\_\_ of the  
(owner, sponsor, officer)

\_\_\_\_\_  
(If other than sole proprietor, give name of business entity)

of \_\_\_\_\_  
(Address of premises applying for J-51 Tax Abatement benefits)

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

In consideration of any tax abatement benefits which may be received pursuant to such application for alterations or improvements constituting a Major Capital Improvement, I agree to waive the collection of a portion of the total annual amount of any rent adjustment attributable to such MCI rent increase which may be granted by DHCR. The waived portion shall be equal to one-half of the total annual amount of the tax abatement benefits which the property receives pursuant to application for the alterations or improvements as listed below.

List below all items of work to which the waiver applies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such waiver shall commence on the date of the first collection of such rent adjustment, provided that, in the event that such tax abatement benefits were received prior to such first collection, the amount waived shall be increased to account for such tax abatement benefits so received. The entire amount shall be applied against the first annual rent adjustment, including any retroactive rent adjustments which may be granted by the applicable DHCR order, unless the amount exceeds such adjustment, in which event the excess shall be carried forward. The calculation of the amount attributable to the waiver shall be against the total rent adjustment for the sixty month period, prior to the application of any annual percentage limitation applied by DHCR to defer the collection of the total rent adjustment. Following the expiration of a tax abatement for alterations or improvements constituting a Major Capital Improvement for which a rent adjustment has been granted by DHCR, the owner may collect the full amount of annual rent permitted pursuant to such rent adjustment.

I am simultaneously filing a copy of this declaration with DHCR.

I understand that this declaration shall be binding on me, and my successors and assigns.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**AFFIDAVIT OF VIOLATION CLEARANCE FOR OWNER**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS Docket # \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) (if available)

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am the \_\_\_\_\_ of the premises at \_\_\_\_\_  
(owner, sponsor, officer) (address/borough)

and make this affidavit in support of the application for Tax Exemption and Tax Abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. The application currently on file with the Office of Development of the Department of Housing Preservation and Development, Docket # \_\_\_\_\_, is for improvements made to the premises at \_\_\_\_\_, New York.

Based on a personal, thorough inspection of the premises on \_\_\_\_\_, 20\_\_\_\_, the following is certified to be true: All the "B" and "C" type violations not requiring tenant action or access to a tenant's apartment, as well as any Emergency Repair Monies due to the City, as listed in the current Report of Search issued on \_\_\_\_\_, 20\_\_\_\_ by the Division of Code Enforcement of the Office of Rent and Housing Maintenance, have been physically removed and/or rectified by the Owner/Managing Agent. In the case of those B & C violations requiring tenant action or access to the tenant's apartment, the tenant has been notified by certified mail if it has not been possible to clear the violation. The Report of Search and tenant notifications are attached hereto and are being made a part of this affidavit.

Sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
**100 Gold Street**  
**New York, N.Y. 10038**  
  
**(212)863-5517**

**AFFIDAVIT OF VIOLATION CLEARANCE  
FOR ARCHITECTS AND ENGINEERS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS Docket # \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) (if available)

I, \_\_\_\_\_, being duly sworn depose and say:

I am an \_\_\_\_\_ duly licensed by the State of New York,  
(architect/engineer)

License Number \_\_\_\_\_ with offices at \_\_\_\_\_  
(address/borough)

\_\_\_\_\_, and make this affidavit in support of the application for Tax Exemption and Tax Abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. The application, currently on file with the Office of Development of the Department of Housing Preservation and Development, is for improvements made to the premises at \_\_\_\_\_  
(address/borough)  
\_\_\_\_\_, New York.

Based on a personal, thorough inspection of the premises on \_\_\_\_\_, 20\_\_\_\_, the following is certified to be true: All the "B" and "C" type violations not requiring tenant action or access to a tenant's apartment listed in the current Report of Search issued on \_\_\_\_\_, 20\_\_\_\_, by the Division of Code Enforcement of the Office of Rent and Housing Maintenance, have been physically removed and/or rectified by the Owner/Managing Agent. In the case of those B & C violations requiring tenant action or access to the tenant's apartment, the tenant has been notified by certified mail if it has not been possible to rectify the violation. The Report of Search and tenant notifications are attached hereto and are being made a part of this affidavit.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Architect's or Engineer's Seal



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY  
FOR OFFICERS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_)

Docket # \_\_\_\_\_  
(if available)  
Address \_\_\_\_\_  
Borough \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am an officer of the co-op board or condominium association of the above-referenced cooperative or condominium.

This affidavit is submitted in support of the application for Tax Exemption and/or Tax Abatement benefits pursuant to Section 11-243 of the New York City Administrative Code of the City of New York. Based upon an examination of the books and records for

\_\_\_\_\_, I certify that:  
(address of the condominium or cooperative)

1. The actual assessed valuation (as defined in the J-51 Rules and Regulations) of the building and land was \$ \_\_\_\_\_ on \_\_\_\_\_ and did not exceed the applicable limit per dwelling unit at the time of commencement of construction. Attached is a copy of the tax assessments for the Department of Finance for that period.

2(a). For the three years immediately preceding commencement of construction, ten (10) percent or more of the dwelling units were sold and the average sales price per room for the dwelling units (or the stock allocated to such dwelling units) was \$ \_\_\_\_\_. Attached is a list of the units sold, their size, price, and date of transfer to a bona fide purchaser. The total number of J-51 rooms in these units is \_\_\_\_\_.

**OR**

2(b). For the three years immediately preceding commencement of construction, less than then ten (10) percent of the dwelling units (or amount of stock allocated to less than ten percent of such dwelling units) were transferred, and at the time construction commenced, the average assessed valuation per dwelling unit was \$ \_\_\_\_\_ and did not exceed the applicable limit per dwelling unit.

I have read this certification and I (we) hereby affirm under the penalties provided by law that the contents thereof are true to my (our) own knowledge.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



**Office of Development**  
**Division of Housing Incentives/J-51 Program**  
100 Gold Street  
New York, N.Y. 10038  
  
(212)863-5517

**AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY  
FOR ACCOUNTANTS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_)

Docket # \_\_\_\_\_  
(if available)  
Address \_\_\_\_\_  
Borough \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am a certified public accountant retained by the above- referenced cooperative or condominium. I am registered and in good standing with the New York State Education Department. My License number is \_\_\_\_\_.

This affidavit is submitted in support of the application for Tax Exemption and/or Tax Abatement benefits pursuant to Section 11-243 of the New York City Administrative Code of the City of New York. Based upon an examination of the books and records for \_\_\_\_\_, I certify that:  
(address of the condominium or cooperative)

1. The actual assessed valuation (as defined in the J-51 Rules and Regulations) of the building and land was \$\_\_\_\_\_ on \_\_\_\_\_ and did not exceed the applicable limit per dwelling unit at the time of commencement of construction. Attached is a copy of the tax assessments for the Department of Finance for that period.

2(a). For the three years immediately preceding commencement of construction, ten (10) percent or more of the dwelling units were sold and the average sales price per room for the dwelling units (or the stock allocated to such dwelling units) was \$\_\_\_\_\_. Attached is a list of the units sold, their size, price, and date of transfer to a bona fide purchaser. The total number of J-51 rooms in these units is \_\_\_\_\_.

**OR**

2(b). For the three years immediately preceding commencement of construction, less than then ten (10) percent of the dwelling units (or amount of stock allocated to less than ten percent of such dwelling units) were transferred, and at the time construction commenced, the average assessed valuation per dwelling unit was \$\_\_\_\_\_ and did not exceed the applicable limit per dwelling unit.

I have read this certification and I (we) hereby affirm under the penalties provided by law that the contents thereof are true to my (our) own knowledge.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)





Office of Development  
Division of Housing Incentives/J-51 Program  
100 Gold Street  
New York, N.Y. 10038  
(212)863-5517

**AFFIDAVIT OF FIRST SALE FOR  
COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS**

STATE OF NEW YORK )  
CITY OF NEW YORK ) SS  
COUNTY OF \_\_\_\_\_ )

Docket # \_\_\_\_\_  
(if available)  
Address \_\_\_\_\_  
Borough \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am an officer of the co-op board or condominium association of the above-referenced cooperative or condominium.

This affidavit is submitted in support of the application for Tax Exemption and Tax Abatement benefits pursuant to Section 11-243 (formerly J-51) of the Administrative Code of the City of New York. Based upon an examination of the books and records for \_\_\_\_\_, I certify that:  
(address of the condominium or cooperative)

The date of the first closing or transfer of shares to a bona fide purchaser is \_\_\_\_\_. Attached is a copy of the Attorney General's letter accepting the amendment declaring the effectiveness of the Offering Plan.

I have read this certification and I (we) hereby affirm under the penalties provided by law that the contents thereof are true of my (our) own knowledge.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Entity  
(if applicable)



Office of Development  
Division of Housing Incentives/J-51 Program  
100 Gold Street  
New York, N.Y. 10038  
(212)863-5517

**NOTICE OF INTENT TO FILE FOR J-51 TAX EXEMPTION AND TAX ABATMENT  
PURSUANT TO SECTION 11-243 OF THE ADMINISTRATIVE CODE**

This Form J-11 must be completed by the applicant. It should then be filed and stamped as "received" by the HPD's J-51 Program office not less than forty-five (45) days before the start of work; failure to do so will result in the assessment of a penalty equal to \$500 plus one percent of the approved certified reasonable cost (CRC) in excess of \$10,000. If there is a material change in the scope or cost of the alteration, the applicant must submit a revised form.

MUST BE STAMPED BY HPD  
J-51 PROGRAMS UNIT

APPLICANT	PREMISES		
<i>NAME</i>			
<i>ADDRESS</i>	<i>ADDRESS</i>		
<i>TELEPHONE</i>	<b>BOROUGH</b>	<b>BLOCK</b>	<b>LOT</b>

**1. CURRENT BUILDING STATUS:**

- CLASS A—NUMBER OF UNITS \_\_\_\_\_
  CLASS B—NUMBER OF UNITS \_\_\_\_\_  
 COMMERCIAL
  MANUFACTURING

**2. BRIEFLY DESCRIBE THE PROPOSED NEW USE OF THE STRUCTURE INCLUDING THE NUMBER OF NEW UNITS AND RENTAL STATUS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. BRIEFLY DESCRIBE THE NATURE OF THE IMPROVEMENTS TO BE MADE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. ESTIMATED COST OF PROPOSED ALTERATION:** \_\_\_\_\_  
 (Applicant should retain copies of work contracts, bills, cancelled checks.)

**5. ESTIMATED DATE OF START OF ALTERATION:** \_\_\_\_\_

STATE OF NEW YORK )  
 CITY OF NEW YORK ) SS  
 COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn  
depose and say:

I am the \_\_\_\_\_ of the above-described property. I hereby affirm that the statements  
(owner, sponsor, officer)  
 contained in the above application are true and accurate.

Sworn to me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 Affiant Signature  
 \_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Name of Entity  
 (if applicable)

\_\_\_\_\_  
 Notary Public

**This Notice of Intent Form must be filed with HPD J-51 Program office at:  
 Dept. of Housing Preservation & Development  
 100 Gold Street, 8<sup>th</sup> Floor  
 New York, NY 10038  
 212-863-5517**