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MOLD POST CERTIFICATION VIOLATION REMOVAL INSTRUCTIONS

Two conditions must be met to allow the removal of a mold violation issued after March 31, 2018 by HPD.

1. An HPD inspection has visually determined that the mold Violation was addressed. If there has not already been such an inspection, you must file for a Dismissal Request and pay the appropriate fee for the reinspection. See HPD's website or contact the Borough Office for more information on the Dismissal Request.
2. The appropriate affidavit(s) and required documents related to each violation, including an Affidavit indicating how the work was performed, must be submitted with the Dismissal Request application as follows:
 - ☐ If the violation was issued between March 31, 2018 and January 18, 2019, you are required to complete the **AF-9 (Affidavit of Compliance)** with any appropriate attachments as noted on the affidavit.
 - ☐ If the violation was issued on or after January 19, 2019 in a building with fewer than 10 units, you must submit the **AF-7 (Affidavit of Compliance)** with any appropriate attachments as noted on the affidavit;
 - ☐ If the violation is a Class A violation issued on or after January 19, 2019 in a building with 10 or more units, , you must submit the **AF-7 (Affidavit of Compliance)** with any appropriate attachments as noted on the affidavit;
 - ☐ If the violation is a Class B or Class C violation issued on or after January 19, 2019 in building with 10 or more units you must submit:
 - **AF-8 (Affidavit of Compliance)** ;
 - A copy of the mold assessor's license;
 - A copy of the mold remediator's license or mold remediation supervisor's license
 - Affidavit of Mold Assessment (to be completed by mold assessor);
 - Affidavit of Mold Remediation (to be completed by mold remediator);
 - Department of Environmental Protection's (DEP) mold assessor's filing receipt under Administrative Code Section 24-154; AND
 - DEP's mold remediator's filing receipt under Administrative Code Section 24-154 .

To properly submit documents to HPD:

- Make sure you are validly registered (See www.nyc.gov/hpd for information about being validly registered.)

- The validly registered owner or agent must complete and submit the Dismissal Request application (one application can be submitted for all violations) **and** appropriate affidavit(s) of compliance (multiple violations can be listed but there cannot be more than one apartment per affidavit). Again, this is the requirement if there has not already been an inspection by HPD indicating that an HPD staffperson observed the condition to be corrected.
- Attach any documents required by the Affidavit of Compliance. Samples of all documents are available on HPD's website at www.nyc.gov/hpd, search Mold. Documents may need to be obtained from the mold remediator and assessor who completed the work.
- Sign the Affidavit(s) of Compliance in front of a notary public, who must also sign and affix his or her stamp on the form.
- Submit documents to the HPD office in the borough where the building is located.

The violations will be dismissed once an inspection verifies correction if the paperwork provided is sufficient.

Borough	Address	Telephone Number	Hours
Bronx	1932 Arthur Avenue 3rd Floor Bronx NY 10457	(212) 863-7050	M-F 9am-4pm
Brooklyn	701 Euclid Avenue Brooklyn NY 11208	(212) 863-6620	M-F 9am-4pm
Brooklyn	345 Adams Street 10th Floor Brooklyn NY 11201	(212) 863-8060	M-F 9am-4pm
Manhattan	94 Old Broadway 7th Floor New York, NY 10027	(212) 863-5030	M-F 9am-4pm
Queens	120-55 Queens Boulevard Kew Gardens NY 11424	(212) 863-5990	M-F 9am-4pm
Staten Island	10 Richmond Terrace Staten Island NY 10301	(212) 863-8100	M-F 9am-4pm