

SOLAR CONSENT AND PLAN TO CLEAR MEMO

This Memo acts as the formal request to HPD to assess whether a project requires HPD consent for a solar project. Fill in all the required information below and submit this Memo to HPD ARPA, AMtransactions@hpd.nyc.gov, with “Solar Consent Memo_Project Name” in Subject line. Also include a complete table or attach your own table with the applicable information on your HPD Class B and C violations.

Note: Only HDC consent is required for joint HPD/ HDC projects and Owners should follow HDC’s process.

1) Basic Information:

- Applicant/ Owner Name:
- Project Name (if different from address):
- Address(es):
- Email address:
- Date of Submission:

2) Project Description: Please describe the solar project including:

- System type and ownership arrangement (Owned/PPA/Lease)
- Any additional work that is required to enable the solar installation (roof, structural etc.)
- If any Reserves are being used
- Solar provider
- Owner should also explain/confirm if:
 - The installation of the solar panels will be achieved without any part of the property being altered, removed or demolished.
 - The solar panel equipment will be subject to a security interest.

3) Rational for whether Consent is required:

- Base your answer on the applicable documents below and include the relevant language:
 - Regulatory Agreement(s) (attach copy): As per section:[insert text]
 - Mortgage Documents (attach copy): As per section:[insert text]
 - If HDLC. Certificate of Incorporation (attach copy): As per section:[insert text]

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- Other document(s) (attach copy of document(s) and [insert explanation related to nature of solar project])

Based on the above texts, ownership believes HPD consent is/is not [select one] required.

_____ [Owner name] _____ requests HPD staff to review this memo and provide confirmation of the next step.

For Agency Staff to fill out:

CONSENT REQUIRED: YES/NO

EXPLANATION OF WHY CONSENT IS REQUIRED:

NAME: _____

UNIT: _____

SIGNATURE: _____

DATE: _____

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Plan to Clear HPD Violations

Please complete all the applicable information in the table below or attach your own version of the table. Add as many rows as needed.

Building Address	# of Violations	Class (B or C)	Violation Date	Status