NYC Human Resources
Administration
Department of
Homeless Services

DEPARTMENT OF
Social Services

WEBSITE CLEARANCE CHECKLIST

In order to qualify for a CityFHEPS, State FHEPS or SOTA (NYC only) Apartment/Room Review, the apartment/room must pass the clearances below.

Client Name: _____

Shelter/Provider Name: _____

Date of website checks: _____

Apartment Information

Address:	
Borough:	Zip:

Building Owner Information

Name: (Last) _____ ; (First) _____ OR name of Company _____
BIN:

Department of Buildings (DOB)			
The following questions can be answered by visiting the DOB website www.nyc.gov/buildings			
1. Does this building have open vacate orders that affect either the entire building or the individual apartment/room, as per the DOB?	☐ Yes	☐ No	
2. Does this building have a Stop Work Order in effect Partial or Full that affects either the entire building or the individual apartment(s)/room(s) intended for use?	☐ Yes	☐ No	
3. Are there any complaints on the DOB BIS system in the last four years in categories 31, 45, or 71 with a final disposition code of A1 – A9, C1 – C4, or with no disposition code? http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp	☐ Yes	☐ No	
4. Does the unit appear to be a legal apartment as per the Certificate of Occupancy (C of O) on the DOB website? **Note**: The C of O, Temporary C of O, Letter of No Objection, or I-Card authorizes residential occupancy. http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp	☐ Yes	☐ No	☐ N/A
5. Please enter the date of construction of the building as listed on the C of O.	Year of construction: _____		

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Department of Finance (DOF)		
The following question can be answered by visiting the DOF website https://www1.nyc.gov/site/finance/index.page.		
1. Is a building owner listed for the unit? If yes, record the building owner name.	☐ Yes	☐ No _____

Department of Housing Preservation and Development (HPD)		
The following questions can be answered by visiting the HPD website https://hpdonline.hpdnyc.org/HPDonline/provide_address.aspx or by entering the property address into the HPDONLINE section of HPD's page at www.nyc.gov/hpd.		
1. Does the unit have an open lead violation on the HPD website? Order Numbers 555, 604, 606, 607, 610, 611, 612, 614, 616, 617, 618, or 619 *If there are open lead-based paint violations, the owner must correct those violations before an Apartment Review will be conducted. You can call HPD at 212-863-5501 or visit their website at nyc.gov/hpd to obtain guidance on how to clear those violations.*	☐ Yes	☐ No
2. Does the building have open litigation for heat and hot water?	☐ Yes	☐ No
3. Is the building subject to comprehensive litigation?	☐ Yes	☐ No
4. Is the building listed in the Alternative Enforcement Program with an "I Order"? **Note:** the AEP is listed in red if your building is in the program. A building with an "I Order" number 729 does not pass review.	☐ Yes	☐ No
5. Is the building listed in the Underlying Conditions program? **Note:** "I Order" number 730 does not pass review.	☐ Yes	☐ No
6. Does this building have open vacate orders that affect either the entire building or the individual apartment/room intended for use with the subsidy as per HPD?	☐ Yes	☐ No
7. Is the building subject to 7A Administration?	☐ Yes	☐ No

Fire Department of the City of New York (FDNY)		
The following question can be answered by visiting the FDNY website https://www1.nyc.gov/site/fdny/business/violations/violations.page		
1. Does the FDNY have an active vacate order for this property?	☐ Yes	☐ No

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New York State Department of Health (NYS DOH)		
The following question can be answered by visiting the NYS DOH website https://www.health.ny.gov/facilities/adult_care/memorandum.htm		
1. Does NYS DOH include this building on its Uncertified Facilities List or Referral Suspension List?	☐ Yes	☐ No

Comments

_____   _____   _____

Person completing checklist (Print)   Person completing checklist (Signature)   Date