

## LOFT BOARD COMPOSITION

In 1982, the NYS Legislature created the New York City Loft Board in Multiple Dwelling Law (MDL) § 282.

The Loft Board has four to nine members, which are appointed by the Mayor. The Board consists of members representing the residential tenants, the real estate industry, manufacturing interests, and the public. In Executive Order No. 129 of 2009, Mayor Bloomberg established the Loft Board's staff in the NYC Department of Buildings and designated the Commissioner of the Department of Buildings as Chair of the Board and the Commissioner of the NYC Fire Department as a public member.

## LOFT BOARD DUTIES

The Loft Board is charged with overseeing the conversion of Interim Multiple Dwelling (IMD) buildings from commercial and manufacturing spaces to legal, rent-stabilized residences that comply with the minimum standards of safety and fire protection stated in Article 7-B of the MDL. To achieve this goal, the Board has the following duties:

1. the determination of IMD status and other issues of coverage
2. the determination of hardship appeals
3. the determination of rent adjustments before and after Code compliance
4. the issuance and enforcement of rules governing the minimum housing standards, rent adjustment and compliance with Article 7-C
5. must not be located in an Industrial Business Zone (other than the Greenpoint, Williamsburg, certain parts of North Brooklyn, or certain parts of the Long Island City Industrial Business Zone)
6. the determination of the fair market value of the residential fixtures installed.

The Loft Board adjudicates and mediates disputes between owners and tenants. There are various claims that can be brought before the Board. To file a claim with the Loft Board, an applicant must file an application. The [application forms can be found online](#) on the Loft Board website. There are specific instructions for different types of applications. The applicant must read and follow the instructions prior to filing the application.

## LOFT BOARD AS A REGULATORY AUTHORITY

**Loft Board Rules** are found in **Title 29 of the Rules of the City of New York**. Effective March 31, 2023, the Loft Board amended Title 29. Chapter 1 of Title 29 includes a Definitions section and the Board's procedural rules for:

1. enforcement proceedings
2. the Loft Board's public meetings and hearings
3. applications seeking relief from the Board.

Chapter 2 includes the Board's substantive rules and the Board's fine schedule.

The Loft Board also tracks the progress of the IMD buildings undergoing legalization and prosecutes parties who violate the Loft Law and Loft Board Rules, including violations of the minimum housing maintenance standards.

## LOFT BOARD STAFF

In § 282 of the MDL, the New York State Legislature provided the Loft Board with the staff “*necessary to carry out the functions conferred....*”

The Loft Board’s office and staff are located at **280 Broadway, New York, New York 10007** on the 5th floor. The Loft Board’s customer service window is open from 9:00am to 4:00pm from Monday through Friday, excluding government holidays. The phone number is **(212) 393-2616**.

Loft Board staff accepts in-person or electronic filings. Application fees must be filed with a check or money order payable to the **NYC Loft Board**. Currently, the Loft Board does not accept electronic payments.

Correspondence to Loft Board members or the staff may be sent to **[nycloftboard@buildings.nyc.gov](mailto:nycloftboard@buildings.nyc.gov)**.

Loft Board staff processes FOIL requests and conducts inspections as necessary. To report a housing maintenance issue, tenants may send an email to **[nycloftboard@buildings.nyc.gov](mailto:nycloftboard@buildings.nyc.gov)**. To submit a request for documents via FOIL, email the request to **[nycloftfoilrequest@buildings.nyc.gov](mailto:nycloftfoilrequest@buildings.nyc.gov)**.