

**Building Information**

House No.(s) \_\_\_\_\_ Street Name \_\_\_\_\_

Borough \_\_\_\_\_ IMD No. \_\_\_\_\_

**Requestor Information**

<p>NAME: _____</p> <p>MAILING ADDRESS: _____</p> <p>CITY, STATE: _____</p> <p>ZIP CODE: _____ UNIT: _____</p> <p>PHONE: (    ) _____</p> <p>EMAIL _____</p>	<p>REQUESTOR IS:</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Residential Tenant</p> <p><input type="checkbox"/> Commercial/Manufacturing Tenant</p> <p><input type="checkbox"/> Other (<i>specify</i>) _____</p>
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I am requesting to view the following files for the above premises.

I am requesting copies of the following files for the above premises:

- Registration
- Correspondence
- Violations, Summonses
- Sales of Rights/Fixtures
- Narrative Statements & Plans
- Case files
- Other (*please specify*): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Pursuant to 29 RCNY § 2-05(d), personal and confidential information contained in leases submitted together with registration forms, including all information which could lead to the identification of the premises, landlords or tenants, shall be confidential to the extent allowed by New York State Public Officers Law § 84 et. seq. However the current owner of the building or the current occupant of a unit *may* have access to such information, as *necessary*, in connection with an application filed with the Loft Board or a case filed in a court of competent jurisdiction.