

Use the **Access Application** to apply for access to an IMD unit to perform legalization work after a tenant has denied access.

After you **complete** the application you must **serve** a copy on each affected party. Then you must **file** the original and four (4) copies of the application, the application fee and proof of service with the Loft Board. The failure to complete the application, serve it on each affected party and file it with the Loft Board may result in a delay in processing or rejection of the application. The checklist on the bottom of this sheet will help you make sure you have completed all the required steps. For more information on completing, serving and filing an application, visit our website at www.nyc.gov/loftboard or call the Loft Board at **(212) 393-2616**.

COMPLETING THE APPLICATION

1. **Clearly print the applicant's contact information.** The applicant must include a mailing address, phone number and email address.
2. **Indicate the type of relationship the respondent has to the building.** You must indicate on *page 1* of the Answer if you are an owner, owner's representative, net lessee or prime lessee.
3. **List the names of the affected parties, their mailing addresses, and their relationships to the building.** Affected parties for this type of application include the occupants of the units the applicant claims did not provide access and any other party whose rights may be affected by the claims alleged in the application.
4. **State the basis for the claim raised in the application.** The application should state all relevant facts. The applicant should list when and how the access notices were delivered to the occupants, when the occupants did not provide access and the work in the alteration application that was to be performed.
5. **Sign the application.** The applicant(s) or the applicant's attorney must sign the application form.
6. **Make a check or money order payable to the NYC Loft Board for the application filing fee.** An application fee of **\$50** must be paid when you file the application with the Loft Board. The Loft Board will return, without processing, any application that does not include the application fee, unless the applicant requests a waiver of the application fee based on financial hardship.

SERVING THE APPLICATION

1. The owner must serve a copy of this application on the occupants of the units the owner claims did not provide access. The owner may serve the application by personal service or certified or registered mail, return receipt requested, with an additional copy sent by regular mail.
2. In the application package you file with the Loft Board, include a completed **Certification to the Loft Board of Service of Access Application**.
3. You **must** include the following in the envelope to each affected party:
 - a copy of the application
 - a blank Answer form

FILING THE APPLICATION

1. You **must** file the application with the Loft Board within five (5) days after service. See 29 RCNY §2-01(g)(4)(i).
2. You may file the application with the Loft Board by either regular mail **or** hand delivery. The application is considered filed on the day it is received if received between 9am and 4pm on Mondays through Fridays, except for holidays.
3. Include all of the following when filing the application with the Loft Board:
 - one (1) original application with the applicant's signature
 - four (4) additional copies of the application
 - one (1) copy of a blank Answer form including instructions on How to File an Answer
 - a check or money order in the amount of the application fee; **and**
 - **Proof of Service** made upon each affected party.