

**DO NOT USE THIS FORM TO FILE:**

- Access Application
- Appeal of an Administrative Determination
- Code Compliance Rent Adjustment
- Coverage
- Extension Code Compliance Deadlines
- Reconsideration
- Rent Guidelines Board Increase Request
- Timely Alternate Plans (see Narrative Statement process)

Below are instructions for completing, serving and filing a General Application. After you **complete** the application you must **serve** a copy on each affected party. Then **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 that is included with this form 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](http://www.nyc.gov/loftboard) or call the Loft Board at **(212) 393-2616**.

**COMPLETING THE APPLICATION**

- 1. Clearly print the respondent's contact information.** The applicant must include a mailing address, phone number and email address. Unless otherwise indicated, if two (2) or more people are applying, the Loft Board will use the first phone number or mailing address listed on the application to contact the applicants or to return the application if it is defective.
- 2. Indicate the type of relationship the respondent has to the building.** You must indicate on *page 1* of this form if you are an owner, residential tenant, residential subtenant, or manufacturing/commercial tenant.
- 3. Clearly indicate the type of claim raised in the application.** The Loft Board's website contains a number of application forms. There are specific application forms for Access, Appeal of an Administrative Determination, Code Compliance Rent Adjustment, Coverage, Extension of Code Compliance Deadlines, Reconsideration, Rent Guidelines Board Increase Request and Timely Alternate Plans. You should use the Loft Board's General Application form for all other types of applications and check off the appropriate box on *page 1* under *Nature of Application*.
- 4. List the names of the affected parties, their mailing addresses, and their relationships to the building.** Except for the applicant, every party whose rights may be affected by the claim alleged in the application is an affected party and must be served with a copy of the application. For example, if a group of tenants jointly file an application, all of them are applicants. Therefore, none of the tenants in the group need to be served with a copy of the application.
  - *For Harassment Applications.* Affected parties include the owner, each residential, commercial and manufacturing tenant of record in the building, and each occupant and subtenant of the building, if different from the tenant of record.
  - *For Abandonment Applications.* Affected parties include the current occupant of the unit alleged to be abandoned, the occupant alleged to have abandoned the unit or, if applicable, the estate of the occupant alleged to have abandoned the unit, each residential, commercial and manufacturing tenant of record in the building, and each occupant and subtenant of the building, if different from the tenant of record.
  - *For all other categories of applications.* Affected parties include the owner and all occupants necessary to resolve the claim asserted in the application.
- 5. State the basis for the claim raised in the application.** Each application may list **only one (1) claim**. You are not required to submit evidence supporting your claim when you file the application. However, your application must detail the facts and arguments relevant to the claim raised in the application.
- 6. Sign the application.** The applicant(s) or the applicant's attorney must sign the application form.

7. **Make a check or money order payable to the NYC Loft Board for the application filing fee.** You can find a list of fees in § 2-11 of the Loft Board's rules which are located in Title 29 of the Rules of the City of New York (29 RCNY). The application fee must be paid when you file the application with the Loft Board. Any application that does not include the application fee will be returned without being processed unless an applicant requests a waiver of the application fee based on financial hardship.

## SERVING THE APPLICATION

1. All the affected parties listed in the application must be served. For more information on who is an affected party, see *number 4* above.
2. Unless otherwise stated in the Loft Board Rules (*see number 4, below*), an applicant must serve the application by regular mail **prior to** filing the application with the Loft Board.
3. In the application package you file with the Loft Board, include a **Certificate of Mailing stamped by the US Post Office** for each party to whom you mailed an application

UNITED STATES POSTAL SERVICE Certificate of Mailing

To pay fee, affix stamps or meter postage here.

This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To: \_\_\_\_\_ Postmark Here

\_\_\_\_\_

\_\_\_\_\_

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4. If you do not have the financial resources to serve all of the affected parties, you may request a waiver of the service requirement based on financial hardship. See 29 RCNY § 1-06(b)(4) of the Loft Board Rules.
5. 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 may file the application with the Loft Board by either: (1) regular mail **or** (2) 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.
2. 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 on each affected party.

- Am I using or did I download the correct application form from the Loft Board's website?
- Did I list my name, mailing address, contact phone number and email address as the **applicant**?
- Did I identify the type of application that is being filed on *page 1*?
- Did I list **all** of the affected parties on *page 2* of the application or on an attached sheet?
- Did I state a basis for my claim in the application?
- Did I sign the application form?
- Did I include a check or money order made payable to the **NYC Loft Board** for the application fee?
- Did I include the following documents with the application that I mailed to each affected party?
  - complete application
  - blank answer form
- Did I mail a copy of the application package to each affected party listed on the application?
- Did I obtain a Certificate of Mailing from the United States Postal Service (USPS), showing proof that I mailed a copy of the application to each affected party?
- Did I file the application with the Loft Board?
- Did I include the following in my filing to the Loft Board?
  - one (1) original application form with the applicant's signature and four (4) copies of the complete application form
  - one (1) blank answer form including instructions for filing an answer
  - a check or money order in the amount of the application fee
  - a USPS stamped copy of the Certificate of Mailing for each affected party