

Use the **Code Compliance Deadline Extension** application to request an extension of the Code compliance deadlines pursuant to 29 RCNY§ 2-01(b). After you **complete** the application you must **serve** a copy on each affected party. Then **file** the original and two (2) 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 at 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](http://www.nyc.gov/loftboard) or call the Loft Board at **(212) 393-2616**.

## COMPLETING THE APPLICATION

Unless you are a new owner of a building or the owner of a newly covered building, you **must** file your application before the deadline for which an extension is sought. A new owner **must** file for an extension within ninety (90) days from acquiring title. An owner of a newly covered building **must** file for an extension within ninety (90) calendar days after the finding of Article 7-C coverage by the issuance of a Loft Board order, a court of competent jurisdiction or the issuance of an IMD registration number, whichever is first.

- 1. Clearly print the respondent's contact information.** You 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 answer to contact the applicants or to return the answer if it is defective.
- 2. Indicate the type of relationship the respondent has to the building.** You must indicate on *page 1* of the application if you are an owner, owner's representative or net lessee.
- 3. List the names of the affected parties, their mailing addresses, and their relationships to the building.** For this type of application, each residential occupant of the building is an affected party.
- 4. State the basis for the claim raised in the application.** Your application must detail the facts and arguments relevant to your extension request, including why the extension is necessary, what efforts you have made to comply with the deadlines and the date to which you want the deadline extended. You must submit evidence supporting your claim when you file the application. Failure to specify the length of time or to include supporting evidence in the application may be grounds for denial of the application.
- 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 the application is filed 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

- All the affected parties listed in the application must be served. For more information on who is an affected party, see *number 3* above.
- 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.
- 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 fees, affix stamps or meter credits here. This certificate of mailing provides evidence that this mail has been converted 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 ANSWER

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
  - two (2) 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.
3. For additional information, refer to the Loft Board's rules (including 29 RCNY § 2-01(b)(4)), the Loft Board's website at [www.nyc.gov/loftboard](http://www.nyc.gov/loftboard), or contact the Loft Board at **(212) 393-2616**.