



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS Help Center

How To Obtain A “Cure” For Your Department of Buildings (“DOB”) Violation(s)

A “cure” is when the individual or business named on a summons admits to the violation charged on the summons, but is assigned a \$0.00 penalty. In order to obtain a cure, the individual or business listed on the summons must fix the condition and get DOB to certify the correction within 40 days of the issuance of the summons. **Importantly, a cure is only available if it is OFFERED by the DOB.**

First, does your summons say “CURE DATE” and list a date?

- If your summons **DOES** list a “Cure” date then you are likely eligible to receive a “CURE”.
- If your summons **DOES NOT** include a “CURE” date, or if it says “N/A,” then a “CURE” is **NOT available**. If you are unsure, please speak with an OATH Help Center representative about this.

If a “CURE” is possible, you must 1) **Fix the problem** that led to the violation, 2) **Submit the required Certificate of Correction forms to DOB** (forms AEU2, AEU3321and/or AEU20), and 3) **Have DOB approve the correction ON OR BEFORE THE “CURE DATE” to get a “CURE.”**

If you do this, you will NOT have to come to OATH for a hearing, and you will get a **\$0.00 penalty**.

Step 1:

Get a **Certificate of Correction** packet by visiting <https://www.nyc.gov/site/buildings/safety/oath-summonses.page> to obtain the necessary forms (AEU2, AEU3321and/or AEU20). You may refer to DOB’s [Certificate of Correction Request User Guide](#) for further information about the correction process.

Step 2:

Fill out any included “AFFIDAVIT” page. Include a **notarized statement** about HOW the problem(s) was fixed, WHEN the problem(s) was fixed, and WHO fixed it. Include any proof that you have.

- Use any “Instructions” included with your forms as a guide.

Step 3:

Have the person who fixed the problem(s) **fill out and notarize** the “STATEMENT IN SUPPORT OF CERTIFICATE OF CORRECTION” page.

- Use any “Instructions” included with your forms as a guide.

Step 4:

Create or use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the BIS online portal. If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips. From the DOB NOW BIS online portal enter the required fields including the Summons number and upload any necessary forms, and any other required documents. Submit your materials for review by the DOB’s Administrative Enforcement Unit.

PLEASE NOTE: Your Certificate of Correction is **NOT COMPLETE** until it is **APPROVED** by the DOB.

*** If you get additional DOB summonses in the future, even though you have “cured” this violation, you may be *** treated as a **repeat offender and be subject to higher penalties.**

For Further Assistance, Please Contact The OATH Help Center In Person At Any OATH Location, Monday To Friday, From 8 AM - 5 PM, Via Telephone At (212) 436-0845, Or Via Email At Manhelpcenter@oath.nyc.gov.

Bronx 260 E.161st Street, 6th FL Bronx, NY 10451	Brooklyn 9 Bond Street, 7th FL Brooklyn, NY 11201	Manhattan 66 John Street, 10th FL New York, NY 10038	Queens 31-00 47th Avenue, 3rd FL Long Island City, NY 11101	Staten Island 350 St. Marks Place, Main FL Staten Island, NY 10301
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