

REQUEST FOR INCLUSION ON OR REMOVAL FROM OSE'S CLASS B LIST FORM

To request that the Mayor's Office of Special Enforcement (OSE) review its Class B Dwelling List to include or remove a building from the Class B List, please complete this form and submit the required documents with your request.

Please read the instructions carefully.

IMPORTANT:

1. The owner of a building may apply to OSE for a review of and inclusion on its Class B List. Any individual, including, but not limited to, owners, tenants, neighbors, or civic groups may apply to OSE for a review of a building's legal occupancy and removal from the Class B List.
2. Please complete the form below.
3. **Attach a copy of the currently applicable certificate of occupancy, if one is available from the Department of Buildings (DOB).** If no currently applicable certificate of occupancy is available, please include other relevant and applicable documentation of the current lawful uses of the multiple dwelling which the applicant is seeking to be added to or removed from the Class B List. Such documentation might include I-cards maintained by the Department of Housing Preservation and Development or other records maintained by the DOB, including DOB job applications.
4. **Attach any other documents that support applicant's request.**
5. OSE will notify the applicant in writing of its decision within 60 days of receipt of the application.
6. Subsequent applications for review of a previously reviewed building filed by the same applicant will only be considered if there has been a change in the legal occupancy occurring after OSE's decision.
7. The regular review fee of \$200 is currently being waived pursuant to OSE's determination that doing so is in the public interest.

Should you have any questions, please email OSE at reportinglaw@ose.nyc.gov.

Send completed Request form and accompanying documents to:

Office of Special Enforcement
Attn: Reporting Law-Class B Request
22 Reade Street, 4th Floor
New York, NY 10007

Continue to fill out the form on page 2.

REQUEST FOR INCLUSION ON OR REMOVAL FROM OSE'S CLASS B LIST FORM

APPLICANT INFORMATION

Name _____ Relationship to subject building _____
First and last

Entity (if on behalf of an entity) _____ Phone _____ Email _____

Mailing address (to receive determination) _____
Street address, apt. number, city, state, zip code

If a valid mailing address is not provided, this form will be invalid and will not be considered by OSE.

Check one Send decision by email only Send decision by email and mail

Address of Building Requested to be Included on or Removed from Class B List _____
Street address, city, state, zip code

QUESTIONS

I am seeking to (check one) Include an entire building on the Class B List Remove a building from the Class B List

Include a portion of a building on the Class B List. Please specify floor/unit numbers. _____

Remove a portion of a building on the Class B List. Please specify floor/unit numbers. _____

Describe the request in detail below.

Certification

I certify that to the best of my knowledge all the information I included on this form is true.

Name Signature Date