



Withdrawal Letter

Effective March 6, 2023, withdrawal requests for DOB NOW: *Build* filings are submitted within DOB NOW and do not require completion of this letter except:

- Requests to withdraw a filing (not a stakeholder)
- Withdraw the concrete testing lab on the TR2
- Withdrawal requests for DOB NOW filings created prior to July 1, 2019
- Filings in pre-filing status but payment has been submitted
- Owner supersede requests for Electrical, Elevator, Place of Assembly, Temporary Place of Assembly filings.

Refer to the [Supersede and Withdrawal Guide](#) for instructions. Only if applicable, upload this completed letter to www.nyc.gov/dobhelp.

Date: _____

DOB NOW: *Build* Job Filing Number(s): _____
(ex. M00123456-11)

Property Address including Borough: _____

Check One:

Withdrawal of filing (if legalization is selected as the Filing Type, the filing cannot be withdrawn)

Withdrawal of: _____ (role of stakeholder being withdrawn)

(ex. PW1 Applicant, Concrete Testing Lab, Owner, etc.)

<p>Owner: <i>By signing below, you are acknowledging you are the current owner of the property.</i></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Notary Stamp & Signature (if no professional seal at right):</p>	<p>Stakeholder (being withdrawn):</p> <p>Name: _____</p> <p>Email: _____</p> <p>License/Registration No.: _____</p> <p>Signature: _____</p> <p>Professional Seal (if applicable):</p>
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Submission of this letter does not constitute acceptance by the Department of Buildings until DOB NOW reflects the requested change.