



ADOLFO CARRIÓN JR.
 Commissioner
ANNMARIE SANTIAGO
 Deputy Commissioner
ANGELA ROBINSON
 Assistant Commissioner

Office of Enforcement &
 Neighborhood Services
 Division of Administration &
 Internal Compliance
 100 Gold Street
 New York, N.Y. 10038

REQUEST FOR CERTIFIED COPY OF PROPERTY REGISTRATION

I would like to request Certified Copies of the Last Valid Property Registration for the below listed buildings:

Building Address	MDR #	Borough	Block	Lot

(add additional pages as required)

I am requesting these documents in my capacity as:

- Property Owner/Managing Agent
- Tenant
- Interested Part
- Expeditor *(if Expeditor for the Owner, the Owner Name, and signature must be provided below as well as Expeditor's Name).*

I understand that there is an \$8 fee for each Certified Copy requested. Enclosed is a Certified Check or Money Order for \$_____ made out to the NYC Department of Finance. *(If full amount is not provided, copies will be provided in the order requested above).*

If I am not the Owner or Managing Agent for the building(s), I am attaching a Letter of Authorization to this Form, signed by the Owner granting me permission to obtain each Certified Copy requested.

Please mail the documents to me at the following mailing address (House Number, Street Name, City, State, and Zip Code): _____

Requestor Name (print) _____
 Signature _____
 Date _____
 Indicate Official Capacity _____

Expeditor Name (print) _____
 Signature _____
 Date _____
 Indicate Official Capacity _____

DO NOT ALTER THIS FORM IN ANY WAY

RETURN COMPLETED FORM TO:

HPD – Church Street Station – P.O. Box 3888 – New York – NY – 10008-3888

THIS SECTION IS FOR REGISTRATION ASSISTANCE UNIT USE ONLY

Date Received: _____ **Date Mailed:** _____ **Date Provided in Person:** _____ **Processed By:** _____

Notes: _____