

**PRIVATE DWELLING – NOT REQUIRED TO REGISTER**

I, \_\_\_\_\_ (print name) am the owner of the legal one- or two- family residential property located at \_\_\_\_\_ (property address, including borough), Borough \_\_\_\_\_ Block \_\_\_\_\_ and Lot \_\_\_\_\_.

I, or my spouse, domestic partner, parent-in-law, child, sibling, sibling-in-law, grandparent or grandchild occupy the premises listed above. Therefore, my property is not required to be registered annually with the Department of Housing Preservation and Development. I am requesting that the premises record with HPD be updated to reflect this status.

If the property is no longer a multiple dwelling building, I have attached proof to show the legal conversion.

If any additional information is needed by HPD, I can be reached at phone number \_\_\_\_\_ and/or e-mail address \_\_\_\_\_.

Sworn to me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Signature of Owner**

**Date** \_\_\_\_\_

**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: \_\_\_\_\_

Property Registration Requirement Determination: \_\_\_\_\_ Rejection Reason: \_\_\_\_\_

Property Registration Requirement Removal Date: \_\_\_\_\_ Determination Letter Mail Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

