

# EXEMPTION FORM: Cooperative/Condominium

#### INSTRUCTIONS

File this form in conjunction with an application for removal of a building form the Loft Board's jurisdiction. Complete this form ONLY if ownership of the interim multiple dwelling (IMD) has been converted to a cooperative or a condominium and a Certificate of Occupancy has been issued by the NYC Department of the Buildings for the residential portions of the building. The registration requirements in Title 29 of the Rules of the City of New York §2-11 continue to apply to the building and the IMD units until the New York City Loft Board has issued a final order of removal.

### **Building Information**

House No.(s)	Street Name	
Borough		IMD No

### **Applicant Information**

NAME:	The building is a:
MAILING ADDRESS:	Cooperative
DAYTIME PHONE: ( )	
EMAIL	

**Certificate of Occupancy** (a copy of the Certificate of Occupancy must be filed with this form)

Date of Issuance:

\_\_\_\_\_/\_\_/ Month Day Year

## **Offering Plan Information**

Nas the offering plan filed with the New York State Attorney General?							
If so, date of filing:	Month	/	/ Year	File No			

NOTE: The first three (3) pages of the offering plan must be filed with this form

If an Offering Plan was not filed, the Loft Board may require that the cooperative or the condominium board to acquire a no-action letter from the New York State Attorney General's office. If a no-action letter exists for the building, attach the letter to this form when filing the form with the Loft Board.



### Tenant/Proprietary Lessee/Unit Owner Information

Print the names of the tenants and proprietary lessees or unit owners for each IMD unit in the building. If the proprietary lessee or unit owner occupies the IMD unit, leave the **Tenant(s)** column blank and check the box in the **Same** column. If there is a tenant in the unit and the proprietary lessee or unit owner does not live in the unit, list the name of the tenant and attach the current lease for the unit. If a current lease is not available, attach the last lease. Indicate the current rent paid by the tenant in the **Rent** column. For units that are not owner-occupied, the proprietary lessee or unit owner may also file a Notice of Rent Guidelines Increase form.

UNIT	PROPRIETARY LESSEE or UNIT OWNER	TENANT(S)	SAME	RENT

#### NOTE: Rent information is only necessary if the unit is not owner-occupied



For each IMD unit(s) that is (are) owner-occupied, each proprietary lessee or unit owner **must** certify, by signing below, that the building is a co-operative or a condominium, and that he or she resides in the unit. If the IMD unit is tenant-occupied, **do not** complete this section.

UNIT	SIGNATURE OF PROPRIETARY LESSEE or UNIT OWNER

I verify or affirm that all statements made are true and correct except for those statements which I have stated to be based on information and belief, and as to those statements, I believe them to be true and correct.

President of Corporation

Certification by Secretary of Corporation

Date

NOTE: False statements may subject you to the penalties provided by law, including fines and/or imprisonment.