

Improvement Sales Record

INSTRUCTIONS

Use this form when owner purchases a tenant's improvements. The owner must complete and file this form with the New York City Loft Board at 280 Broadway 5th Floor, New York, NY 10007, within 30 days of the purchase of improvements. See Multiple Dwelling Law (MDL) §286(6). Pursuant to Title 29 of the Rules of the City of New York (RCNY) §2-07(j) failure by the owner to file the required Sales Record within 30 days of the sale of improvements will subject the owner to a civil penalty of up to \$25,000 as determined by the Loft Board.

Building Information	n		
House No.(s)	Street Name		
Borough		IMD No	
Unit Sold (number and location)		Date of Sale	
Number of Residential Units in	the building on June 21, 198	2	
FORMER TENANT	NEW ADDRESS (if known	n) NEW PHONE NO.	EMAIL ADDRESS
NEW TENANT		PHONE NO.	EMAIL ADDRESS
Indicate the rents of the for	mer and new tenants:		
RENT: FORMER TENANT		RENT: NEW TENANT	
			cept for those statements that rs, I believe them to be true and
Name (print) Signature		ture	Date

NOTE: It is not necessary for this document to be sworn to, but false statements may subject you to penalties provided by law, including fines and/or imprisonment..

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