

Narrative Statement

to official documents filed with the NYC Loft Board.

29 RCNY Section 2-01(d)

BUILDING'S INFORMATION	
House No.(s) Street Name	
Borough Block Lot	t IMD No
OWNER'S INFORMATION	
Name of Owner	
Owner's Address	
Phone Number(s) and Email	
Alt. No.:	
PREPARER'S CERTIFICATION (form must be signe	d by a licensed Professional Engineer or Registered Architect)
I am a ☐ Professional Engineer/ ☐ Registered Architect	(indicate appropriate). I certify that this Narrative Statement
is a complete and accurate statement of the work propose	•
and plans for the units and common areas described.	
I certify that ☐ I or my ☐ staff (indicate appropriate)	(name of staff person)
inspected the IMD residential units	
are based on the inspection. If the residential units were in	nspected on different dates, I have attached a separate
sheet listing the unit, the date of the inspection and the na	me of the person who completed the inspection. To the
best of my knowledge, the architectural plans reflect the co	onditions as they existed on the date of the inspection.
Name (printed)	-
	_
Mailing Address	
	-
	_
License Number and Expiration Date	
Signature	-
Signature	
Date	Affix seal and signature in accordance with all regulations applicable when applying signature and sea

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

nyc.gov/loftboard Rev. 2/24

LOCATION OF WORK (Unit Designation or Common Area)	WORK TO BE PERFORMED	TYPE & AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	NON-COMPLIANT CONDITIONS ADDRESSES (Include Citation of Law)	COMMENTS
LOCATION OF WORK				NON-COMPLIANT	
(Unit Designation or Common Area)	WORK TO BE PERFORMED	TYPE & AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	CONDITIONS ADDRESSES (Include Citation of Law)	COMMENTS
LOCATION OF WORK (Unit Designation or Common Area)	WORK TO BE PERFORMED	TYPE & AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	NON-COMPLIANT CONDITIONS ADDRESSES (Include Citation of Law)	COMMENTS

Verification of Service

INSTRUCTIONS: Complete this form after serving Narrative Statement on occupants and file with Loft Board ONLY.

I, ______ verify under penalties provided by law, including fines or imprisonment, or both, that I served this Narrative Statement on all occupants of the premises, within five (5) days prior to this filing and certify that I am submitting to the Loft Board together with proof of service, the original Narrative Statement, two (2) copies of the filed Alteration Application along with the Department of Buildings' acknowledgement of filing and two (2) copies of the submitted plans.

Service on the parties has been accomplished as follows (attach additional sheets if necessary):

UNIT & NAME OF	ADDRESS	METHOD OF SERVICE (indicate how service was completed using a check mark)				
OCCUPANT(S)	ADDRESS	Personal Delivery	Email	Fax	First Class Mail	Private Delivery
_						
me (Print)		_	Title (Owner	Officer of Com	poration, Lessee)	
ne (rinit)			riue (Owner	, Onicei oi corp	ooralion, Lessee)	

NARRATIVE STATEMENT: SECTION 2-01(d)(2) Owner's Certification of Compliance with Occupant Notice Provisions of Code Compliance Regulations

INSTRUCTIONS

The owner **must** complete this form and file it at the Department of Buildings (DOB) within five (5) days after filing the Narrative Statement and legalization plan with the Loft Board.

BUILDING INFORMATION								
Н	ouse No.(s)	Street Name						
В	orough	Block	Lot	IMD No				
0	WNER INFORMATION							
Na	ame(s) of Owner(s)							
Ad	ddress							
Er	mail							
O۱	wner's Verification							
l h	ereby verify, under the penalti	es provided by law, includi	ng fine and impr	isonment, or both, that:				
1.	 All occupants of the above address have been served with copies of the Narrative Statement and that the NYC Loft Board has been served with the original Narrative Statement and attachments. 							
2.	I will comply with all other requirements of 29 RCNY Section 2-01(d).							
3.	I will comply with the requirements for a tenant protection plan pursuant to NYC Administrative Code Section 28-104.8.4; and							
4.	understand that prior to the issuance of a building permit, I must submit to the borough office a letter from the NYC oft Board certifying compliance with all requirements of 29 RCNY § 2-01(d).							
	Name (print)			Title (Owner, Officer of Corporation, Lessee)				
	Signature			 Date				