City of New York
Department of Housing Preservation and Development
421-a Partial Tax Exemption Program
100 Gold Street, 9th Floor, Section V
New York, NY 10038
(212) 863-5421/5077/5180/5084

INSTRUCTIONS FOR 421-a APPLICANTS

A copy of the 421-a Rules can be purchased for $12.50 (certified check or money order only). The certified check or money order must be payable to the City of New York, Department of Finance. Please forward your request to the above address. Read the 421-a Rules carefully before you apply for benefits.

The 421-a Program is for newly constructed multiple dwellings that complete construction prior to December 31, 2007. A property does not qualify for this program if a Certification of Occupancy has been issued or, if there are tenants in occupancy before an application has been filed.

Your application must include a certified check or money order for $100.00 payable to the City of New York, Department of Finance. This is a non-refundable deposit towards a non-refundable filing fee of 4/10 of 1% of the total project cost or total project sell-out price, if the project is a co-op or condominium.

In order to obtain 421-a partial tax exemption benefits, you must complete the enclosed forms. A certificate of eligibility for 421-a benefits cannot be issued until all the necessary documents are submitted to this office. Applications should be complete upon submittal to this office. If certain documents are missing and unavailable at the time of filing, they must be forwarded to HPD as soon as possible.

Please file only original applications, affidavits, and forms. In addition, please be sure that a notary seal and an architect's seal are placed where required.

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The 421-a application package must include the following:

1. **Application for Preliminary Certificate of Eligibility** – Complete the enclosed forms pages one thru three.

2. **Estimated Development Costs and Capital Requirements** – Complete the enclosed form. Include all costs (hard and soft)

3. **Estimated Annual Maintenance and Operating Expenses and Non-Housing Income Form** – complete enclosed form (not required for co-ops and condominiums)

4. **Building Services and Amenities** – This form must be completed for all projects and signed by the applicant

5. **Cooperative or Condominium Offering Plan** – This book must be supplied by the applicant when filing the 421-a application. If it is not available when filing an application for a preliminary certificate, it must be submitted prior to the issuance of a final certificate of eligibility.

City of New York
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5. **Cooperative or Condominium Offering Plan** – This book must be supplied by the applicant when filing the 421-a application. If it is not available when filing an application for a preliminary certificate, it must be submitted prior to the issuance of a final certificate of eligibility.

6. **Aggregate Floor Area and Commercial, Community Facility and I Accessory Use Report (A/K/A 12% Form)** -Complete enclosed form and have it notarized. This form is reviewed by HPD's Architectural Unit with DOB . approved plans.

7. **Assessed Valuation History Printout**- Obtain from the Borough Office of the Department of Finance, Property Division, the assessed valuation (land, improvement, and total) for all tax lots for at least three years prior to the commencement of construction.

8. **Affidavit in Support of Site Eligibility** -See 421-a Rules 6-02(f) Site Requirements.

9. **Schedule of Rents** -complete enclosed form.

10. **Copy of Prior Opinion of Eligibility** (if applicable).

11. **Regulatory Agreement, Written Agreement, Negotiable Certificates, or Proof of Substantial Governmental Assistance** (if applicable).

12. **Copy of New Building Permit(s) plus New Building Application.**

13. **Start of Construction Affidavit** (see enclosed form).

14. **Complete Set of New York City Department of Buildings Approved Plans**. If DOB approved plans are not available, the project's architect can submit a sealed affidavit stating that the plans submitted with the 421-a application are an exact copy of the plans approved by the Department of Buildings. Each sheet must have the architect's true copy stamp and his or her seal. The plans must include a site plan, zoning calculations, typical floor layouts, all floors containing commercial, community facility and accessory use space, basement, cellar and ground floor space. ***Remember***- *Plans must comply with Local Law 58 for the handicapped.*

15. **Tax Map (outlining project), Deed, and Request to the Department of Finance, Surveyors Office for Tentative Lot Numbers** (if applicable).

16. **Survey** (of former site if demolition occurred).

17. **Contract of Sale or Closing Statement for Land Acquisition Cost.**

18. **Construction Cost Certification** -See sample affidavit enclosed.

19. **Notification to Local Community Planning Board** -This form is required for projects containing **more than** 20 dwelling units.

If and when a Preliminary Certificate of Eligibility is issued by this office, further instructions will accompany the certification.

All applicants must complete the filing process and obtain a Final Certificate of Eligibility from HPD within 90 days of completion of construction (certificate of occupancy date). An application for a Final Certificate of Eligibility must be filed with HPD prior to occupancy of any rental dwelling units. All applications must be complete when submitted.

Remember *-Apply as soon as possible after the issuance of a New Building Permit and after the installation of initial footings and foundations.*

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, SECTION V, NINTH FLOOR, NEW YORK, NY 10038
(212) 863-5421 or 863-5077/5100/5084

APPLICATION FOR PRELIMINARY CERTIFICATION OF ELIGIBILITY FOR PARTIAL TAX EXEMPTION UNDER SECTION 421-a OF THE NEW YORK STATE REAL PROPERTY TAX LAW AND 11-245 OF THE NEW YORK CITY ADMINISTRATIVE CODE

This application must be accompanied by a Certified or Bank Check for $100.00 made payable to the City of New York – Department of Finance.

HPD USE ONLY

Docket #: _____
Date Rec'd: _____

TO THE COMMISSIONER:

The undersigned applicant hereby requests that a Preliminary Certification of Eligibility for 421-a Partial Tax Exemption be issued to him/her stating that the site and the improvements to be located at the site conforms to and are eligible pursuant to the requirements of the Department of Housing Preservation and Development Rules for 421-a Partial Tax Exemption and all other Laws and Regulations/Rules applicable thereto.

APPLICANT: _____ TELEPHONE #: _____
ADDRESS: _____ FAX #: _____
CITY, STATE _____
ZIP: _____

If the applicant is a corporation, list one officer:
NAME: _____ TITLE: _____
ADDRESS: _____ TELEPHONE #: _____
CITY, STATE _____ FAX #: _____
ZIP: _____

If the applicant is partnership, list one general partner:
NAME: _____ TITLE: _____
ADDRESS: _____ TELEPHONE #: _____
CITY, STATE _____ FAX #: _____
ZIP: _____

This affidavit is herewith submitted for the issuance of a Preliminary Certification of Eligibility for 421-a Partial Tax Exemption for the structure/s herein mentioned. APPLICANT UNDERSTANDS AND AGREES THAT IF A TAX EXEMPTION IS APPROVED AS A RESULT OF THIS APPLICATION AND THE OWNER FAILS TO COMPLY WITH THE REQUIREMENTS CONTAINED WITHIN THE 421-a RULES ADOPTED BY THE DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT, THE COMMISSIONER SHALL REVOKE THE CERTIFICATION OF ELIGIBILITY AND TERMINATE THE TAX EXEMPTION THEREUNDER. WITHDRAWAL OF TAX EXEMPTION FOR PROVIDING SUBSTANTIALLY INCORRECT INFORMATION OR FOR NONCOMPLIANCE OR VIOLATION OF THESE RULES SHALL COMMENCE ON SUCH DATE OF REVOCATION. WITHDRAWAL OF TAX EXEMPTION FOR FAILURE TO COMPLETE THE BUILDING WITHIN THE TIME PERIOD PROVIDED SHALL COMMENCE WITH THE INITIAL DATE OF SUCH EXEMPTION. THE OWNER SHALL PAY THE CITY, WITH INTEREST, THE AMOUNT OF TAXES FROM WHICH HE/SHE HAD BEEN EXEMPTED. SUCH AMOUNT, IF UNPAID, SHALL BECOME A LIEN AGAINST THE PROPERTY.

STATE OF)
SS:
COUNTY OF) _____ being duly sworn deposes and says

that he/she is the _____
Applicant or Officer of Applicant Corp. or General Partner making this application for a Preliminary Certification of Eligibility for Partial Tax Exemption; he/she has read the 421-a Rules for Partial Tax Exemption; he/she understands that the City of New York may rely on the statements contained herein acting upon this application.

Sworn to before me this _____ day of

_____, 20_____

_____
Notary Public

_____
Signature

_____
Date

THIS APPLICATION IS FOR NEWLY CONSTRUCTED MULTIPLE DWELLINGS (NOT LESS THAN (3) DWELLING UNITS) THAT COMPLETE CONSTRUCTION NO LATER THAN DECEMBER 31, 2003. BE SURE TO ANSWER ALL QUESTIONS AND PLACE A CHECKMARK IN THE APPROPRIATE BOXES.

1. **CONTACT PERSON/FIRM:**

_____

ADDRESS & ZIP CODE: _____

TELEPHONE #. _____ FAX #. _____

2. **PROJECT INFORMATION:**

BOROUGH _____ COMMUNITY BOARD _____ EXISTING ZONING: _____

BLOCK _____ LOT(S) _____

FORMER LOT(S) IF MERGED OR APPORTIONED _____

PLOT DIMENTIONS _____ LAND AREA IN SQ.FT. _____

ADDRESS OF PREMISES: _____

_____ ZIP: _____

SITE NAME (IF APPLICABLE) _____

ATTACH NYC TAX MAP OUTLINING THE PROPERTY – OBTAIN FROM SURVEY SECTION OF THE DEPARTMENT OF FINANCE PROPERTY DIVISION

NUMBER OF:

STORIES: _____ BLDGS: _____

STUDIOS: _____ ONE BEDROOMS: _____

TWO BEDROOMS: _____ THREE BEDROOMS: _____

FOUR BEDROOMS: _____ FIVE BEDROOMS: _____

OTHER: _____

TOTAL NUMBER OF ZONING ROOMS: _____

TOTAL NUMBER OF DWELLING UNITS: _____

PLEASE CHECK: RENTAL [ ] CO-OP [ ] CONDO [ ]

LIST AND DESCRIBE ALL NON-RESIDENTIAL SPACE AND WHERE LOCATED (Attach sheets, if necessary) :

FLOORS: _____

BASEMENT: _____

CELLARS: _____

ESTIMATED COMPLETION DATE OF PROJECT: _____

WILL AIR RIGHTS BE PURCHASED? YES [ ] NO [ ]

IF YES, OVER WHAT? _____ AIR RIGHTS LOT # _____

3. **SITE ELIGIBILITY:**

INDICATE THE CONDITIONS OF THE PROJECT SITE (AS OF 36 MONTHS PRIOR TO COMMENCEMENT OF CONSTRUCTION) SEE 421a RULES, SECTION 6-02 (F)

(a) VACANT YES [ ] NO [ ]
PREDOMINANTLY VACANT YES [ ] NO [ ]
UNDERUTILIZED YES [ ] NO [ ]
NON-CONFORMING YES [ ] NO [ ]
FUNCTIONALLY OR ECONOMICALLY OBSOLETE YES [ ] NO [ ]

(b) DOES THIS PROJECT CONTAIN MORE THAN 20 DWELLING UNITS? YES [ ] NO [ ]
IF YES, ANSWER 3(c), 3(d), AND 3(e)

(c) WERE RESIDENTIAL BUILDINGS ON THE LAND IMMEDIATELY PRIOR TO THE START OF CONSTRUCTION? YES [ ] NO [ ]

(d) DOES THE NEW BUILDING CONTAIN AT LEAST FIVE DWELLING UNITS FOR EACH DEMOLISHED DWELLING UNIT IN EXISTENCE IMMEDIATELY PRIOR TO THE NEW CONSTRUCTION? YES [ ] NO [ ]

(e) INDICATE THE NUMBER OF DEMOLISHED RESIDENTIAL BUILDINGS: _____ UNITS: _____

4. OTHER STANDARDS FOR REVIEW:

(a) IS THE NEW MULTIPLE DWELLING LOCATED IN THE 421-a GEOGRAPHIC EXCLUSION AREA? YES [ ] NO [ ]

(b) IS THIS PROJECT LOCATED IN A NEIGHBORHOOD PRESERVATION AREA (NPA) OR AN AREA ELIGIBLE FOR MORTGAGE INSURANCE PROVIDED BY THE REHABILITATION MORTGAGE INSURANCE CORPORATION (REMIC)? YES [ ] NO [ ]

NPP AREA [ ] REMIC AREA [ ]

(c) IS THIS PROJECT BEING CONSTRUCTED WITH SUBSTANTIAL GOVERNMENTAL ASSISTANCE? YES [ ] NO [ ]

PLEASE EXPLAIN AND PROVIDE A COPY OF THE REGULATORY AGREEMENT, WRITTEN AGREEMENT, LOWER INCOME HOUSING PLAN, CONTRACT, ETC.

_____
_____
_____
_____
_____

(d) ARE NEGOTIABLE CERTIFICATES BEING USED TO QUALIFY A PROJECT LOCATED IN THE 421-a GEOGRAPHIC EXCLUSION AREA? YES [ ] NO [ ]

IF YES, ATTACH A COPY OF THE 421-a AFFORDABLE HOUSING WRITTEN AGREEMENT.

(e) WILL THIS PROJECT OR ANY PART OF THIS PROJECT BE RECEIVING TAX EXEMPTION OR TAX ABATEMENT UNDER ANY OTHER PROVISION OF STATE OR LOCAL LAW? YES [ ] NO [ ]
IF YES, PLEASE EXPLAIN:

_____
_____
_____
_____
_____

(f) WAS THIS PROJECT SITE MAPPED AS A PUBLIC PARK OR UTILIZED FOR 10 OR MORE CONSECUTIVE YEARS AS A PRIVATE PARK IMMEDIATELY PRIOR TO OCTOBER 1, 1971? YES [ ] NO [ ]

(g) WILL ANY PART OF THIS PROJECT BE USED AS A TRANSIENT HOTEL/ APARTMENT HOTEL OR SINGLE ROOM OCCUPANCY? YES [ ] NO [ ]

(h) DOES THIS PROJECT CONTAIN MORE THAN 100 DWELLING UNITS? (SEE BELOW NOTATION) YES [ ] NO [ ]
INDICATE NUMBER OF ONE BEDROOMS _____
INDICATE NUMBER OF TWO BEDROOMS _____

(i) HAS THE OWNER APPLIED FOR OR RECEIVED A RESERVATION FOR LOW INCOME HOUSING TAX CREDITS FROM A HOUSING CREDIT AGENCY (DHCR or HPD)? YES [ ] NO [ ]

Note: For projects applying for 421-a benefits, 10% of the units must contain at least 4½ zoning rooms, and at least 15% of the units must contain at least 3½ zoning rooms. See section 6-02(c)(2) of the 421-a rules for details. This requirement may be waived, if the project provides housing exclusively for the elderly.

421-a

ESTIMATED DEVELOPMENT COSTS

Address of Project:_____ **Block:** _____ **Lot/s:**_____

1. **LAND ACQUISITION** (ATTACH DEED)
   - a) Purchase Price (attach contract of sale or closing statement) $_____
   - b) Appraisal (if required – see 421-a Rules 6-05(b) (1) (i) (A) _____
   - c) Ground Lease (for _____ months) _____
   - d) Relocation and other expenses _____
   - e) Air Rights _____
   - f) Other (please specify) _____ $_____
2. **CONSTRUCTION COSTS**
   - a) Demolition and Site Clearance Costs $_____
   - b) Abnormal Foundations & Conditions _____
   - c) Hard Construction Costs (attach itemization to erect bldg/s) _____
   - d) Lawn/Plantings _____
   - e) Roads/Walkways _____
   - f) Site Work _____ $_____
   - g) Other (please specify)
3. **BUILDER'S FEE/DEVELOPER'S PROFIT** $_____ $_____
4. **PROFESSIONAL AND OTHER FEES**
   - a) Architect's Fee $_____
   - b) Engineer's Inspection fee _____
   - c) Laboratory Fees _____
   - d) Soil Investigation _____
   - e) Preliminary Surveys _____
   - f) Project supervision fee _____
   - g) Legal fees _____
   - h) Environmental Surveys/Reports _____
   - i) Controlled Inspection Fee _____
   - j) Accounting fees _____
   - k) Consultant fees _____
   - l) Appraisal fees _____
   - m) 421-a Partial Tax Exemption Filing Fee _____
   - n) Cost of 421-a Negotiable Certificates _____ $_____
     (Purchase price only, include copy of contract of sale)
5. **MARKETING EXPENSES**
   - a) Commissions/Sales Expenses $_____
   - b) Advertising _____
   - c) Other (please specify) _____ $_____
6. **FINANCING AND OTHER CHARGES**
   - a) Construction Interest & Loan Fee $_____
   - b) Rent-up Interest _____
   - c) Construction Real Estate Taxes _____
   - d) Rent-up Real Estate Taxes _____
   - e) Title and Recording Expenses _____
   - f) Construction Insurance (fire/liability) _____
   - g) Water/Sewer _____
   - h) Other (please specify) _____ _____
   - _____ $_____
7. **TOTAL PROJECT COST** $_____

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, SECTION V, NINTH FLOOR, NEW YORK, NY 10038

AFFIDAVIT

STATE OF NEW YORK)
): SS.
COUNTY OF _____)

I,_____, am the applicant of record of the project at _____
(address)

Block:_____ Lot/s_____

and make this affidavit in support of the estimated development costs submitted to the Department of Housing Preservation and Development as part of the application for 421-a Partial Tax Exemption benefits. The costs contained therein represent a fair and accurate estimate of the development costs to be incurred for the acquisition of the land and the construction of the above project.

I am fully aware that upon completion of this project, a certified public accountant certification of the actual project cost must be submitted in order for a Final Certificate of Eligibility to be issued by the Department of Housing Preservation and Development.

I make these statements to induce the City of New York to grant partial tax exemption benefits and know that the City of New York will rely on the veracity of such statements in granting 421-a Partial Tax Exemption benefits.

Sworn this _____
day of _____, _____

_____ _____
notary signature

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, SECTION **V**
NEW YORK, NY 10038
(212) 863-5421/5077/5100/5084

SCHEDULE OF INITIAL RENTS

Property Address:______________________________ Docket #:__________

____

Prior to the issuance of a Certificate of Eligibility HPD must determine the initial adjusted monthly rent for the building and the initial monthly rent per room (see Sec. 6-04 of the 421-a Rules). Owners of 421-a buildings must insert in every lease a notice to the tenant that a 2.2% increase may be charged in addition to the rent increases approved by the New York City Rent Guidelines Board. All dwelling units located in 421-a buildings are subject to rent stabilization for the tax benefit period; and all leases must contain a notice in at least 12 point type informing the tenant the deregulation date of the unit covered by the lease.

List information for each apartment and provide totals for columns 1, 3, and 4
This form may be reproduced as long as it provides the same information requested below.

1	2	3	4
Apt. #	**Square Feet**	**# of Zoning Rooms**	**Rent**
Totals			

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT
421(a) TAX EXEMPTION UNIT
100 GOLD STREET, 9th FLR., NEW YORK, NY 10038
(212) 386-5421/5077/5100/5084

THE APPROPRIATE PAGES FROM THE "OFFERING" MAY BE USED, IF AVAILABLE, INSTEAD OF THIS SHEET

* PROPOSED INITIAL SELLING PRICE *

CO-OP OR CONDOMINIUM PROJECTS

DOCKET NO: _____
(Office use only)

ADDRESS OF SITE: _____

BLOCK(S): _____ LOT(S): _____

Please indicate below the number of various types of units you propose to construct. Indicate the intended initial selling price for each and extend to a total by type and a grand total "sell-out" price.

TYPE OF UNIT

APT. OR HOUSE	NUMBER OF SUCH UNITS	PROPOSED SELLING PRICE	TOTAL SELLING PRICE

GRAND TOTAL: _____

Appendix A Annual Schedule of Reasonable Costs.

(a) ***Construction costs:***

The construction cost component of the Total Project Cost, excluding land acquisition costs, site preparation costs, and off-site costs, shall be determined by the use of the latest available Calculator Valuation Guide, published by Calculator Inc., or a comparable publication designated by the Office. Applicants whose construction costs include unique and special costs and are therefore at variance with the Calculator Valuation Guide will be required to produce detailed documentation establishing these costs. Except in cases where such unique costs areapproved, the Construction Costs Allowance will be limited to the maximum established by the Calculator Valuation Guide, minus the Builder'sFee.

(b) ***Off-site and other costs:***

In recognition of the fact that off-site costs, including but not limited to legal, engineering, and architectural fees, insurance, interest and taxes during construction, and title and mortgage fees, may vary greatly with the size of a project, these costs as well as such other amounts as are ordinarily incurred in connection with the construction, conversion or rehabilitation of a multiple dwelling, will be reviewed and analyzed independently with respect to each building.

(c) ***Operating and maintenance schedule.***

(1) *Real estate taxes.* Projected real estate taxes shall equal the actual assessed value of the property in the tax year prior to the start of construction multiplied by the projected tax rate for the tax year in which completion is expected. The projected tax rate shall be determined by increasing the current tax rate at the time the application is received by 5 percent for each year between such current year and the projected year of completion.

(2) *Replacement reserve.* The replacement reserve shall equal six-tenths of 1 percent of construction costs approved pursuant to item (a) of the Annual Schedule of Reasonable Costs. .

(3) *Other operating and maintenance expense maximum allowances.* The schedule of maximum allowances listed below shall apply except when the schedule amounts for each commodity shall be increased or decreased on a compounded annual basis for each year between publication of these rules and the year of projected project completion based upon the Price Indices of Operating Costs (PIOC) percentages published annually by the Rent Guidelines Board for each commodity. For the purposes of projecting future allowances in years for which the PIOC is not available, the Office will apply the percentage for the most recent year for which the Index is available for.

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, 9th FLOOR, NEW YORK, NY 10038

DOCKET #_____

ESTIMATED ANNUAL MAINTENANCE & OPERATING EXPENSES & NON-HOUSING INCOME

(NOT REQUIRED FOR COOPS OR CONDOMINIUMS)

Address of Property: _____ BLOCK: _____

_____ LOT: _____

Total Number of Zoning Rooms (Calculated per "421-a" Rules): _____

Estimated date of Completion of Project: _____

See 421-a Rules, Appendix A (Annual Schedule of Reasonable Costs) before attempting to complete this form for rental projects. Multiply the total number of zoning rooms by the maximum allowance for each commodity, then place the product in the monthly column. Multiply theproduct by 12 for entry into the annual column. Round off to the nearest dollar.

Commodities	MONTH	HPD USE	YEAR	HPD USE
LABOR (for 6 plus units only)				
FUEL (oil #2, 4, & 6)				
WATER & SEWER				
GAS				
ELECTRICITY				
OTHER				
CONTRACTOR SERVICES (Repainting, Plumbing, Boiler & Elevator Repair)				
INSURANCE				
PARTS AND SUPPLIES				
VACANCY, MANAGEMENT & ADMINISTRATIVE FEES				
REAL ESTATE TAXES (See Appendix A of 421-a Rules)				
REPLACEMENT RESERVE (.006 OF CONSTRUCTION COSTS)				
TOTALS:				

ANNUAL INCOME FROM OTHER SOURCES (NON-HOUSING INCOME)
(Provide details separately – allow for vacancy)

ANNUAL

PARKING _____

COMMERCIAL SPACE (Stores, Offices, Prof. Offices, etc.) _____

WASHING & VENDING MACHINES _____

OTHER a. _____ _____
b. _____
c. _____

TOTAL ANNUAL NON-HOUSING INCOME $ _____

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT
421-a TAX EXEMPTION PROGRAM
100 GOLD STREET, 9th FLOOR., SECTION V
NEW YORK, NY 10038
(212) 863-5421/5077/5100/5084

Docket # _____

Date of submittal to ARCH. DIV: _____

AGGREGATE FLOOR AREA AND COMMERCIAL COMMUNITY FACILITY AND ACCESSORY USE AREA REPORT

This form must be signed, dated, and notarized

Property address: _____

Block: _____ Lot/s: _____

I hereby certify the following areas in the above premises are located and measure as follows:

The aggregate floor area of the building/s applying for 421-a benefits is _____ sq. ft.

Note: Please indicate the floor by floor breakdown of the aggregate floor area on the reverse side of this form or on a separate sheet attached to this form. Unfortunately, this form will be returned if the level by level breakdown is omitted.

See Chapter 6, Section 6-01 (c) of the 421-a Rules for the definitions of aggregate floor area and commercial, community facilities and accessory use space.

ONLY COMMERCIAL, COMMUNITY FACILITY AND ACCESSORY USE SPACE MUST BE LISTED IN THIS BOX

Location (i.e. basement, cellar, 1st floor, etc.)	Area description	Aggregate (sq. ft.)	% to Aggregate	FOR HPD USE ONLY: Square feet	FOR HPD USE ONLY: % to Aggregate
	TOTAL:				
	Commercial, etc. area in excess of 12%:				

Note: See the Zoning Resolution (Article 1, Chapter 2) for definitions of commercial, community facility, and accessory use space. Typical examples are: retail stores, professional offices, community recreation rooms, pools, exercise rooms and storage space. Plans outlining this space must accompany this report.

All indoor parking located not more than 23 feet above curb level should not be counted as 421-a accessory use space.

Name of architect or applicant: _____
PRINT NAME

Signature of architect or applicant: _____ Date: _____

Sworn to before me this

_____ Day of _____ 20 _____

_____
NOTARY PUBLIC

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, 3rd FLOOR, SECTIONS Y/Z
NEW YORK, NY 10038

CERTIFICATION OF NOTICE GIVEN TO LOCAL COMMUNITY BOARD

In accordance with Real Property Tax Law §421-a(5) and 28 R.C.N.Y. § 6-03, if the project applying for 421-a benefits contains more than 20 dwelling units, this form must be submitted together with proof of delivery by certified mail or hand delivery to the relevant local Community Planning Board of the 421-a benefits application and supporting papers.

Date: _____

Docket #:_____

Address: _____

_____

The undersigned hereby certifies that on _____, a complete copy of the same application for a Preliminary Certificate of Eligibility and supporting papers for the above-referenced property submitted to the City of New York Department of Housing Preservation and Development, was hand delivered or sent by certified mail to Local Community Board # _____, located at (address of Community Board) _____, whose chairperson is _____.

_____
(signature)

_____
(print name)

Sworn to before this _____ day of _____, 20___.

_____

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, 3rd FLOOR, SECTION Y/Z
NEW YORK, NY 10038
(212) 863-8540/5760

START OF CONSTRUCTION AFFIDAVIT

The date of "commencement of construction" of the project is a very important date for the implementation of 421-a benefits. It confirms that the project started construction within the statutory date and establishes the prior tax year for the setting of the "mini-tax" which must be paid during construction and for the 10, 15, 20, or 25 years following the completion of construction. The below affidavit must be completed by the architect or engineer for the project and submitted to HPD with the 421-a application.

****
****

Address(es)	Block(s)	Lot(s)

I, _____, have read the specific sections of the 421-a Rules applicable to this Project and understand them. I have relied upon this understanding for purposes of the representations I am making in this affidavit.

_____ is the accurate date of "commencement of construction," (i.e., the date upon which excavation and construction of initial footings and foundations commenced in good faith), for the above-referenced project and is consistent with the definitions of "commencement of construction" in Section 6-01(c) and "commence" in Section 6-09(a) of the 421-a Rules, as applicable.

Notary or Seal

_____
Date

_____
Signature of Architect or Engineer

_____
Print Name

_____
Address

_____
City, State, Zip

_____
Telephone Number

Only original affidavits will be accepted by HPD
THEY MAY NOT BE ALTERED IN ANY WAY

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

Services and Amenities

Docket #: TEO _____ Property Address: _____

	Steam	Oil	Electric	Solar	Gas	Paid For By: Co-op / Condo Owner	Landlord	Tenant
1. Room Heat:	☐ (N.Y.)	☐	☐	☐	☐	☐	☐	☐
2. Hot Water:	☐	☐	☐	☐	☐	☐	☐	☐
3. Stove:			☐		☐	☐	☐	☐
4. Air Conditioning: (A/C Power)						☐	☐	☐
Units are: ☐ Central Building ☐ Central Individual Apt. ☐ Sleeves only ☐ Thru-wall ☐ Window						☐		

5. **Dishwasher:** ☐ All Apartments ☐ If only certain apartments, indicate which apartment _____

6. **Balconies / Terraces:** ☐ All Apartments ☐ If only certain apartments, indicate which apartment _____

7. **Laundry Rooms** If provided, indicate number and location _____

Hook-up provided for tenants own washer-dryer: ☐ Yes ☐ No

8. **Kitchen & Bathroom Equipment:** Unusual items provided ☐ Yes ☐ No

Specify: _____

9. **Doorman:** ☐ Personal ☐ T.V.

Hours of Coverage ☐ 8 ☐ 16 ☐ 24 ☐ Other: _____

10. **Parking:** No. Indoor Spaces _____ No. Outdoor Spaces _____

Included in Rent? ☐ Yes ☐ No

11. **Recreational Features:** ☐ Swimming Pool ☐ Tennis Courts ☐ Sauna

☐ Gym ☐ Sitting Area ☐ Garden

☐ Health Club ☐ Meeting Room(s) ☐ Cable T.V.

☐ Master T.V. ☐ Other (specify) _____

Included in Rent? ☐ Yes ☐ No

12. **Additional Services and/or Amenities Not Covered Above:** _____

_____

_____

COMMUNITY BOARD PHONE NUMBERS

Bronx 1	718/585-7117
Bronx 2	718/328-9125
Bronx 3	718/378-8054
Bronx 4	718/299-0800
Bronx 5	718/364-2030
Bronx 6	718/579-6990
Bronx 7	718/933-5650
Bronx 8	718/884-3959
Bronx 9	718/823-3034
Bronx 10	718/892-1161
Bronx 11	718/892-6262
Bronx 12	718/881-4455
Brooklyn 1	718/389-0009
Brooklyn 2	718/596-5410
Brooklyn 3	718/622-6601
Brooklyn 4	718/628-8400
Brooklyn 5	718/498-5711
Brooklyn 6	718/643-3027
Brooklyn 7	718/854-0003
Brooklyn 8	718/467-5574
Brooklyn 9	718/778-9279
Brooklyn 10	718/745-6827
Brooklyn 11	718/265-8800
Brooklyn 12	718/851-0800
Brooklyn 13	718/266-3001
Brooklyn 14	718/859-6357
Brooklyn 15	718/332-3008
Brooklyn 16	718/385-0323
Brooklyn 17	718/467-3536
Brooklyn 18	718/241-0422
Manhattan 1	212/442-5050
Manhattan 2	212/979-2272
Manhattan 3	212/533-5300
Manhattan 4	212/736-4536
Manhattan 5	212/465-0907
Manhattan 6	212/679-0907
Manhattan 7	212/362-4008
Manhattan 8	212/427-4840
Manhattan 9	212/864-6200
Manhattan 10	212/749-3105
Manhattan 11	212/831-8929
Manhattan 12	212/568-8500
Queens 1	718/786-3335
Queens 2	718/533-8773
Queens 3	718/458-2707
Queens 4	718/760-3141
Queens 5	718/366-1834
Queens 6	718/263-9250
Queens 7	718/359-2800
Queens 8	718/591-6000
Queens 9	718/286-2686
Queens 10	718/843-4488
Queens 11	718/225-1054
Queens 12	718/658-3308
Queens 13	718/464-9700
Queens 14	718/471-7300
Staten Island 1	718/981-6900
Staten Island 2	718/317-3235
Staten Island 3	718/356-7900