

**BOROUGH** \_\_\_\_\_ **HOUSE NO.** \_\_\_\_\_ **STREET NAME** \_\_\_\_\_

**CERTIFICATION OF CORRECTION OF VIOLATION(S)**  
Complete entire form and sign below.

State of New York

)SS:

County of \_\_\_\_\_

I, \_\_\_\_\_ (PRINT NAME), swear or affirm under penalty of perjury as follows:

1. That I am the registered: (check applicable box)

- Owner of the property
- Officer or Director of the Corporation that owns the property
- Managing Agent of the property
- Otherwise registered as responsible for the property

2. If the building is a multiple dwelling, or I am the owner of a one- or two-family house and neither I nor any family member occupies the dwelling, that I am currently registered with the Division of Code Enforcement for the subject property.

3. That I have examined the area(s) containing the violation(s) on the reverse side of this form and, to my knowledge such violation(s) whose number(s) I have listed below was (were) corrected on the date(s) I have indicated.

4. That, if any of the violations require that bed bugs be remediated, I have complied with the Department of Health and Mental Hygiene Commissioner's Order by inspecting the apartment(s) cited by the Order for bed bugs; that if there is a bed bug infestation in the apartment(s) cited, I have inspected all units adjacent to, above and below the infested units, and all common areas; that I have retained the services of a pest management professional certified and registered by the New York State Department of Environmental Conservation as necessary to remove bed bug infestations; and that I have kept records of all actions taken to comply with the Order and the violation(s).

5. That the following are the names and addresses of my agents /employees, including certified pest management professional(s) who performed the work to correct the violation(s) that I have certified as corrected (additional sheets may be attached if more space is needed):

Violation/Item Number	Date Corrected	Name of Agent or Employee who Performed the Work	Address of Agent or Employee who Performed the Work

6. My signature below indicates that I am submitting a separate and distinct certification for each violation listed above by Violation/Item Number and I am aware that I am subject to penalties for false certification for each violation certified on this form.

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

**THE MAKING OF A FALSE CERTIFICATION IS A CRIME  
PUNISHABLE BY A FINE AND/OR IMPRISONMENT**



## INSTRUCTIONS

**I. PENALTIES** You will be subject to the penalties described below unless you correct and certify the correction of violations by the dates indicated on the front of this Notice of Violation(s).

CLASS A violations (non-hazardous)

- Failure to post a notice regarding the housing information guide: \$250 each
- All other class A violations: \$10-\$50 each

CLASS B violations (hazardous): \$25-\$100 each, plus \$10 per violation per day

CLASS C violations (immediately hazardous) not related to heat, hot water or illegal devices

- Buildings with 5 or fewer units: \$50 per violation per day
- Buildings with more than 5 units: \$50-150 per violation plus \$125 per violation per day

**II. HOW TO CORRECT** If you request, the Department will confer with you concerning the nature and extent of the work required for compliance with the law and methods of financing the required work. Contact information for HPD can be obtained at [nyc.gov/hpd](http://nyc.gov/hpd) or through 311.

**II. HOW TO CERTIFY** Only an Owner, Managing Agent, Officer or Director of the corporation that owns the property or party otherwise responsible for the property listed on a valid Property Registration filed with the Department may certify the correction of a violation.

- a. Electronic Submission (Non-Lead Violations only): Login to [nyc.gov/hpd](http://nyc.gov/hpd) and click on the *eCertification* link. You will be required to enroll once for each building for which you wish to use electronic certification. After your valid enrollment is received you will be able to immediately begin certifying violations electronically.
- b. Manual Submission: The AGENCY Copy must be hand delivered or postmarked on or before the Certification Date provided on the Notice of Violation(s) and be properly completed in order for your certification to be valid. You can obtain additional copies of the CERTIFICATION OF CORRECTION OF VIOLATION(S) on HPD's website [nyc.gov/hpd](http://nyc.gov/hpd) if you wish to only certify some of the violations at this time and certify the remainder at a later date.
  1. Complete and sign the Certification of Correction form on the back of the AGENCY Copy and have your signature notarized.
  2. Return the AGENCY Copy to the office of the Division of Code Enforcement in the borough in which the building is located by registered or certified mail, return receipt requested, or in person.

**FALSE CERTIFICATION IS A CRIME! THE HOUSING MAINTENANCE CODE PROVIDES FOR A FINE OF UP TO \$1000, IMPRISONMENT FOR UP TO A YEAR, OR BOTH, FOR WILLFULLY SUBMITTING A FALSE STATEMENT.**

**III. HOW TO REQUEST A POSTPONEMENT** You may request that the Department extend the date to correct violations if there are valid reasons why you cannot complete the work within the time frame. These requests may be sent to the Postponement Unit, Division of Code Enforcement, 100 Gold Street, 5<sup>th</sup> floor, New York, NY 10038. Such requests must be received before the required correction date and include: the building address, a copy of the Notice of Violation(s), the reason for making the request for a postponement, and documentation supporting your claim that you have taken all necessary steps to complete the work on time. You will be advised in writing regarding the approval or denial of your postponement request.

**IV. IF A VIOLATION IS MARKED "Surface May Contain Lead-Based Paint"** the area affected by a non-lead violation includes a painted surface. Unless XRF testing establishes that the paint on that surface does not contain lead, the law presumes that the paint is lead-based paint. HPD may issue a separate violation for a lead-based paint hazard. You should read HPD's "Guide to Local Law 1 of 2004 Work Practices," which describes the work practices and worker training required to make repairs safely, before correcting the non-lead violation. If you do not use mandated work practices, the law may prevent you from certifying correction of the lead-based paint hazard violation. If the non-lead violation is a Class "C" violation, you must use mandated work practices to the extent practicable to address any immediate danger. Call 311 or go to HPD's website, [nyc.gov/hpd](http://nyc.gov/hpd) for additional information about lead-based paint hazards.

**V. WINDOW GUARD VARIANCE CONTESTATION** If the violation is for missing window guards and your building has a variance approved by the Department of Health and Mental Hygiene (DOHMH), submit the Variance Approval letter that you have received from DOHMH with this NOV to the HPD borough office by the certification date. If you wish to apply to DOHMH for a variance, you should review the DOHMH website at [nyc.gov/doh](http://nyc.gov/doh) for more information.

