

BOROUGH _____ HOUSE NO. _____ STREET NAME _____

NOTICE 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) cited 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 the following are the names and addresses of my agents /employees who performed the work to correct the violation(s) for which I am submitting this Notice of Correction (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	Payment Submitted (if applicable, see instructions)

5. My signature below indicates that I am submitting a separate and distinct statement of correction for each violation listed above by Violation/Item Number and I am aware that I am subject to penalties for submitting a false Notice of Correction for each violation identified as corrected on this form.

Sworn to me this

_____ day of _____

Signature

Notary Public

Phone Number

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



INSTRUCTIONS

I. PENALTIES You are subject to civil penalties for each heat/hot water violation from and including the date the Notice of Violation (IV-1C) is posted at the building until the date the violation is corrected. HPD may initiate Housing Court action for the following penalties:

CLASS C violations (immediately hazardous)

- Heat and hot water violations:
 - \$250-\$500 dollars per day for each violation from and including the date the notice is posted at the building until the date the violation is corrected
 - \$500-\$1,000 per day for each **subsequent** violation at the same building that occurs within two consecutive calendar years or, in the case of HMC § 27-2029(a) (hot water), during two consecutive periods of October 1st through May 31st.
- Illegal Device on a central heating system: \$25 per day (from the date that the violation was posted on the building until the illegal device is removed) or \$1,000, whichever is more.

If the front side of this Notice of Correction indicates that you are eligible to pay in satisfaction of civil penalties, please note the following:

- If the heat violation is the first that has been issued since the beginning of the previous heat season AND you corrected the violation within 24 hours of the posting of the Notice of Violation (IV-1C), you may satisfy the above referenced civil penalty by properly completing the Notice of Correction by the correction date listed on the Report of Violation AND submitting your payment of \$250. The violation is marked as **"VIOLATION ELIGIBLE FOR PAYMENT OF \$250 IN SATISFACTION OF CIVIL PENALTIES"** if it is eligible. One \$250 payment is required for all heat violations cited on the same day. (Any second or subsequent violation on the same day will be marked **"VIOLATION NOT ELIGIBLE FOR PAYMENT OF \$250 IN SATISFACTION OF CIVIL PENALTIES"** but will be considered satisfied if payment is made on the first violation.) Submitting a proper Notice of Correction and payment in satisfaction of the civil penalty will stop the commencement of a Housing Court proceeding.
- If the hot water violation is the first that has been issued since the beginning of last calendar year AND you corrected the violation within 24 hours of the posting of the Notice of Violation (IV-1C), you may satisfy the above referenced civil penalty by properly completing the Notice of Correction by the correction date listed on the Report of Violation AND submitting your payment of \$250. The violation is marked as **"VIOLATION ELIGIBLE FOR PAYMENT OF \$250 IN SATISFACTION OF CIVIL PENALTIES"** if it is eligible. One \$250 payment is required for all hot water violations cited on the same day. Submitting a proper Notice of Correction and payment in satisfaction of the civil penalty will stop the commencement of a Housing Court proceeding.

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 or through 311.

III. HOW TO SUBMIT CORRECTION INFORMATION AND PAYMENT 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.

- Electronic Submission: Login to nyc.gov/hpd and click on the eCertification link found on the Residential Building Owners' page. You will be required to enroll once for each building for which you wish to use electronic certification; your enrollment will remain valid as long as your property registration remains valid and unchanged. After your valid enrollment is received and processed by HPD, you will be able to immediately begin providing notices of correction for heat violations electronically. The same information required to be provided on the manual submission will be required for eCertification.
- Document Submission: The AGENCY Copy must be hand delivered or postmarked within ten days of the date the Notice of Violation (IV-1C) is affixed to the building and be properly completed in order for your Notice of Correction to be valid. Complete and sign the Notice of Correction form on the back of the AGENCY Copy and have your signature notarized. 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.
- To pay by mail, you may submit this Notice of Correction to HPD with the payment indicated. You must submit one certified check or money order made payable to the New York City Department of Finance – PERSONAL CHECKS AND CASH ARE NOT ACCEPTABLE AND WILL BE RETURNED TO YOU. Please note on the certified check or money order the NOV ID# indicated on the other side (upper right hand corner) of this document. To pay through eCertification, you must use a valid credit card.

IV. VIOLATION SUBJECT TO AN INSPECTION FEE

HPD may impose an Inspection Fee of \$200 if a third or subsequent inspection within a heat season results in a third or subsequent heat violation and if a third or subsequent inspection within a calendar year results in a third or subsequent hot water violation. These violations are marked on the front of this notice as **"VIOLATION SUBJECT TO AN INSPECTION FEE."** You will be billed \$200 for the inspection through your Statement of Account, which is sent out quarterly by the Department of Finance. If you fail to pay, the City will file a tax lien against the property. The tax lien will bear interest and may be sold and/or foreclosed to collect the amount you owe. Failure to correct violations may also result in civil penalties imposed by the Housing Court. You should still submit your Notification of Correction in a timely manner. **DO NOT SEND A CHECK FOR THE INSPECTION FEE TO HPD.**