



Department of  
Housing Preservation  
& Development  
nyc.gov/hpd

Registration Assistance Unit  
Office of Enforcement & Neighborhood Services  
100 Gold Street, 6E  
New York, N.Y. 10038

**PRIVATE DWELLING – NOT REQUIRED TO REGISTER**

I, \_\_\_\_\_ (print name) am the owner of the legal one- or two- family residential property located at \_\_\_\_\_ (property address, including borough), Block \_\_\_\_\_ and Lot \_\_\_\_\_.

I, or my spouse, domestic partner, parent-in-law, child, sibling, sibling-in-law, grandparent or grandchild occupy the premises listed above. Therefore, my property is not required to be registered annually with the Department of Housing Preservation and Development. I am requesting that the premises record with HPD be updated to reflect this status.

If any additional information is needed by HPD, I can be reached at phone number \_\_\_\_\_ and/or e-mail address \_\_\_\_\_.

Sworn to me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Owner

Date \_\_\_\_\_

**RETURN TO: Property Registration Assistance Unit, 100 Gold Street, Section 6E, New York, NY 10038**

**THIS SECTION IS FOR CODE ENFORCEMENT USE ONLY**

Date received: \_\_\_\_\_

Property Registration requirement removed date: \_\_\_\_\_

Processed by: \_\_\_\_\_

