

**REQUEST FOR CERTIFIED COPY OF PROPERTY REGISTRATION**

I would like to request certified copies of the Last Valid Property Registration for the following buildings:

Building address	Reg #	Borough	Block	Lot

*(add additional pages as required)*

I am requesting these documents in my capacity as:

- Property owner/managing agent
- Tenant
- Interested party
- Expeditor *(if expeditor for the owner, owner name and signature must be provided below as well as expeditor name).*

I understand that there is an \$8 fee for each certified copy requested. Enclosed is a certified check or money order for \$ \_\_\_\_\_ made out to the Department of Finance. *(If full amount is not provided, copies will be provided in the order requested).*

Please mail the documents to me at (address, including city, state and zip)

\_\_\_\_\_.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Expeditor requests only:

Owner's Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

MAIL COMPLETED FORM TO: HPD, REGISTRATION ASSISTANCE UNIT, 100 GOLD STREET, SECTION 6E, NEW YORK, NY 10038

\_\_\_\_\_

Date received \_\_\_\_\_ Date mailed \_\_\_\_\_ For agency use only  
 Date provided in person \_\_\_\_\_  
 Agency Personnel initials \_\_\_\_\_