

BEFORE & AFTER A STORM


 PREPARATION
CHECKLIST

WHAT YOU NEED TO KNOW

1 Conduct an assessment of your property

- Have your managing agent or superintendent conduct an immediate assessment of your property post-event.
- HPD and other city agencies may be contacting you, or conducting physical inspections of the property to see if there is damage to the property.

2 Respond Quickly to the City

- If the City contacts you by phone or email, respond quickly and appropriately.
- Assistance will reach you faster if you respond quickly. If you do not require assistance, City resources can be promptly and properly redirected.

3 Communicate With Your Tenants

- If the building has sustained damage and you're working on repairs, let tenants know, especially if there are delays.
- Keep tenants informed of repair progress and let them know of any intermediary solutions you can provide.
- If heat is affected, take recommended steps to keep pipes from freezing to prevent more damage and delays.
- Follow Disaster Signage Requirements.

4 Know Your Options

- Landlords are typically responsible for arranging repair work and applying for federal reimbursement following a natural disaster.
- For federal assistance through FEMA, go to [DisasterAssistance.gov](https://www.DisasterAssistance.gov) or call 1-800-621-3362.

5 Resolve Housing Code Violations

- The City of New York will issue Notices of Violation (NOV) to owners and landlords of buildings that have failed to meet the Housing Maintenance Code. To find out your options for resolving NOV, visit [nyc.gov/hpd/disaster-response](https://www.nyc.gov/hpd/disaster-response)
- HPD recognizes that, in some storm-related cases, repairs of violations may be delayed due to post-storm logistical difficulties and scarcity of appropriate resources. Find out more at [nyc.gov/hpd/disaster-response](https://www.nyc.gov/hpd/disaster-response).

For additional resources, go to:

[Preparedness for Homeowners & Building Owners: www.nyc.gov/severeweather](https://www.nyc.gov/severeweather)

[HPD's Guidelines on Disaster Response: nyc.gov/hpd/disaster-response](https://www.nyc.gov/hpd/disaster-response)