

THE CITY OF NEW YORK  
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT  
DIVISION OF CODE ENFORCEMENT

**1<sup>st</sup> REQUEST FOR POSTPONEMENT OF TIME TO CORRECT LEAD-BASED PAINT  
HAZARD VIOLATION**

(Owner – return this form and attached documents to: Department of Housing Preservation and Development, 105 East 106<sup>th</sup> Street (4<sup>th</sup> Floor), New York, NY 10029)

**NOV ID #:** \_\_\_\_\_

**Violation Numbers.:** \_\_\_\_\_

**Building Address:**

Address:

Apt. #:

Boro: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner/Managing Agent Information:**

Name

Address

City, State, Zip

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email:

Dear Director:

I am requesting a postponement of the time to correct the above referenced lead-based paint hazard violation(s). In order for HPD to consider this request, I understand that this form must be completely filled out and notarized and that all supporting documentation must be submitted with this form not later than five days preceding the date set for correction in the notice(s) of violation.

I (PRINT NAME) \_\_\_\_\_  
am the registered owner, registered officer or director of a corporate owner, or the registered managing agent of the multiple dwelling where the violation occurred.

I have taken the following steps to promptly correct the violation(s)  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages as necessary to describe in detail the steps taken.)

I am unable to fully correct the violation(s) within the time set for correction of the violation(s) because of one or more of the following circumstances (For each circumstance checked, supply a detailed statement attaching additional pages as necessary)

Serious technical difficulty: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Inability to obtain necessary materials funds or labor: \_\_\_\_\_  
\_\_\_\_\_
  
- Inability to gain access to make the required repair (describe the steps taken to gain access, the reasons why access could not be obtained, and include a copy of the written notice to the tenant, with a copy of the receipt for certified or registered mail, informing the tenant of the necessity of access to correct the violation):  
\_\_\_\_\_  
\_\_\_\_\_
  
- I am performing one or more substantial capital improvements that will, when completed, significantly reduce the presence of lead-based paint in the subject multiple dwelling or dwelling unit **AND** the paint that is the subject of the violation has been stabilized. (Describe detailed statement of substantial capital improvements. Attach an affidavit from an EPA certified firm confirming that the paint has been stabilized, a copy of the firm's EPA certification, copies of work contracts, building permits, DOB plans, invoices for materials purchased and any other evidence that work has commenced and substantial progress has been made)  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I along with the occupant from the subject unit will be notified of the Department's decision on whether or not to this postponement request will be granted.

State of New York                    )  
County of \_\_\_\_\_)

\_\_\_\_\_  
(Signature)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Date