



AEU20: Statement in Support of Certificate of Correction

INSTRUCTIONS

Except in cases where an AEU3321 form has been submitted, this form or a notarized statement on a separate sheet of paper is required for the Certification of a Department of Buildings OATH Summonses. This statement must describe the steps taken to correct the violating condition(s) and reference all relevant permit numbers, job applications or other records that substantiate correction. If electrical work was performed or work was performed on an elevator, boiler or an outdoor advertising sign, this statement must be submitted on the letterhead of the licensed professional who did the work.

VIOLATION INFORMATION

SUMMONS NUMBER - - -

I, _____, duly swear under penalty of perjury that I am the (check one):

- Respondent
- Contractor
- Licensed Professional
- Owner (not respondent)
- Respondent's Employee
- Other (specify) _____

PLACE OF OCCURRENCE _____
(As listed on the summons) (Street Address) (City, State, Zip)

I **PERSONALLY** performed the following work to correct the above-cited violation on _____
(Date)

STATEMENT IN SUPPORT

Describe the work performed (if additional space is needed, use attached supplement)

Name (print)	Notarization State of New York, County of:	Notary Seal
Signature	Sworn to or affirmed under penalty of perjury	
	day of 20	
Date	Notary Signature	

False certification is a criminal misdemeanor under sections 28-203.1.1 and 28-211.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or fine of up to \$25,000. It is also punishable with a civil penalty of up to \$25,000.

Submit this form with supporting documents at: www.nyc.gov/dobnow and select the BIS portal. If you need to create an eFiling account, visit www.nyc.gov/dobnowips.

SUMMONS NUMBER - - -

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