

(EBI1) Elevator Batch Intake Form

INSTRUCTIONS

The Department has created the Elevator Batch Intake (EBI1) form for applicants to use when processing reports for 5 or more of the following:

- **Category 1** (Annual Inspection)
- **Category 3 and 5** Reports (ELV3 & ELV3A forms)
- **Affirmation of Correction** (ELV29 form)

The EBI1 Form can be submitted for multiple elevators at multiple buildings.

Filling out the EBI1 Form

The EBI1 is a template that can be reformatted to accommodate an elevator company's requirements and/or letterhead. Although variations of the template can be submitted, the following information is mandatory and cannot be omitted on the reformatted template:

Provide the following information at the top of the form in the order listed below:

- 6 Digit Agency #
- Filing year (only one filing year per form)
- Elevator company business name

For each report, provide the following information in the order listed below:

- Category*
- Device #
- Block #
- Lot #
- Check #
- Payment Amount

**In the Category field, indicate which report, Category 1, 3 or 5 or Affirmation of Correction, you are processing.*

As a summary, provide the following information in the order listed below:

- Number of devices for each category
- Total payment amount for each category
- Total payment amount for all categories

Submission

You must include all inspection reports and payments with the EBI1 form or your submission may not be processed. The total payment received (checks) must reflect the total number of reports submitted. Ensure that checks are made payable to the Department of Buildings.

Only the original elevator inspection report and 1 copy are to be submitted for the time/date stamp.

The EBI1 form with the appropriate payment and documentation must be mailed to:

Department of Buildings
Central Filing & Billing Unit
280 Broadway, 6th floor
NY, NY 10007

All EBI1 forms and supporting documentation are subject to verification.