



EER2: Application for Extension  
of Time to File  
Energy Efficiency Report (EER)

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*Must be completed by Building Owner or its Agent and filed with the Department of Buildings by Dec. 31<sup>st</sup> of the year in which the EER is due.*

**1 Location Information** *Required for all applications.*

House No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ BIN(s) \_\_\_\_\_ Filing Yr \_\_\_\_\_

**2 Ownership Information** *Required for all applications.*

Building Owner \_\_\_\_\_  
Owner or Agent's Contact Name and Title \_\_\_\_\_  
Owner or Agent's Email \_\_\_\_\_  
Owner or Agent's Contact Telephone No. \_\_\_\_\_

**3 Exceptions to the requirement of filing an Energy Efficiency Report as per AC § 28-308.4, by December 31<sup>st</sup> of the year in which the report is due. Review AC § 28-308.4 and 1RCNY § 103-07(l) to determine if you qualify for an extension of time to file your EER and then check all that apply and provide any relevant supporting documentation.**

- Despite my good faith efforts, as documented, I am unable to complete the required energy audit and retro-commissioning prior to the due date for this Energy Efficiency Report - (insert year): Dec 31, \_\_\_\_\_. (attach relevant documentation to support owner's good faith effort.)
- Based on the financial hardship of the above building, I am unable to file this Energy Efficiency Report by the due date of (insert year): Dec 31, \_\_\_\_\_. My assertion of financial hardship for the building is based on one of the following: (check as applicable and provide required documentation.)
  - Building has had arrears of property taxes, or water or wastewater charges that resulted in building's inclusion on the Department of Finance's annual New York City tax lien sale list, within two years prior to the due date of this Energy Efficiency Report. (Attach certification from Department of Finance.)
  - Building is exempt from real property taxes pursuant to sections 420-a, 420-b, 446 or 462 of the New York City Real Property Tax Law and applicable local law and the owner had negative revenue less expenses during the two years prior to the due date of this Energy Efficiency Report, as certified by a certified public accountant. (Attach certification.)
  - Building has had outstanding balances under New York City Department of Housing Preservation and Development's emergency repair program that resulted in the building's inclusion, within two year's prior to the due date of the Energy Efficiency Report on the Department. of Finance's annual New York City tax lien sale list. (Attach certification from Department of Finance.)
  - Building has an active or effective commitment letter from a governmental agency that provides for the financing of the rehabilitation, within a period of five years or less from the due date of the EER, by such government agency, for the purposes of affordable housing for low or moderate income families. (Attach copy of commitment letter.)

**4** Please use the space below to state all facts in support of this application. Attach additional sheets if necessary.

**5** Statement of Owner or Owner's Agent:

I have reviewed the information provided herein, and under penalties provided by law, attest to its accuracy. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the building code or of a rule of any agency, I may be barred from filing further applications or documents with the Department of Buildings.

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

\_\_\_\_\_  
Signature Date

Sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Notary Public

**6** Department of Buildings Determination — For Office Use Only

I have reviewed the above Application for Extension of Time to File an Energy Efficiency Report (EER) and hereby grant the Applicant/Owner an extension of time to file the EER until: \_\_\_\_\_

I have reviewed the above Application for Extension of Time to File an Energy Efficiency Report (EER) and deny the Applicant/Owner's request, based on the following:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name Date