

**\*\* Letter must be printed on Escrow Agent/Attorney Letterhead \*\***

To: New York City Department of Buildings at  
(Please indicate the borough your property is located)

Date: \_\_\_\_\_

**MANHATTAN**  
280 Broadway  
NY, N.Y. 10007

**BRONX**  
1932 Arthur Ave.  
Bronx, N.Y. 10457

**BROOKLYN**  
210 Joralemon St., 8<sup>th</sup> Fl  
Brooklyn, NY 11201

**QUEENS**  
Borough Hall  
120-55 Queens Blvd.  
Kew Gdns, N.Y. 11424

**STATEN ISLAND**  
Borough Hall  
10 Richmond Terrace  
Staten Island, NY 10301

**Re: Temporary Certificate(s) of Occupancy For**

\_\_\_\_\_  
**(Hereinafter referred to as the "Premises")**

To Whom It May Concern:

Please find attached an original notarized **Builder Certification for Temporary Certificate of Occupancy**. It certifies that an Escrow in the amount of six thousand five hundred dollars (\$6,500) per unit will be deposited in escrow ("Escrow Amount") at the time of closing of the Premises. The Escrow Amount is intended to secure completion of the work required to obtain a final certificate of occupancy for the Premises.

This letter is to certify that said Escrow Amount will be deposited with the undersigned ("Escrow Agent") on behalf of \_\_\_\_\_ ("Buyer").

Escrow Agent confirms that arrangements for the deposit of the Escrow Amount will be made at the time of Closing and that a copy of the attached Builder Certification for Temporary Certificate of Occupancy and the list of outstanding Building Department objections will be supplied to Buyer at the time of Closing.

Signed,

Attorney/Escrow Agent