

Padlock keys may be obtained for the purposes of correcting the violating conditions or removing items from padlocked premises under the following procedure:

1. The applicant must complete a *Request for Access to Premises* form. This form **must** be notarized.
2. In order to ensure the availability of the required keys, the applicant **must** contact the Padlock Enforcement Unit at **(212) 393-2622** or **(212) 393-2312** at least 24 hours prior to visiting the Department.
3. The applicant **must** bring the completed and notarized *Request for Access to Premises* form to the Padlock Enforcement Unit located at:

New York City Department of Buildings
Padlock Enforcement Unit
280 Broadway, 5th Floor
New York, NY 10007

Keys will only be released to the person who completed the form. The Department **will not release keys to any other person.**

4. The applicant **must** bring acceptable photographic identification (i.e. driver's license). Please note, the Department will make a copy of the identification and take a photograph of the applicant.
5. If the access request is approved, keys are released to the applicant for three business days. If additional time is required, the applicant **must** contact the Padlock Enforcement Unit to request an extension before the key return date. Only reasonable extensions will be granted. The timeliness of the applicant in returning keys will be taken into account for future extensions.
6. Keys **must be returned to the Padlock Enforcement Unit by 3:30 p.m.** on the key return date, or the extended key return date if an extension has been granted.
7. **Keys are not to be duplicated.** Before returning the keys, the applicant must secure the premises by re-locking the padlocks. Access to the padlocked premises at any time other than the time(s) permitted by the Department can result in imprisonment or fine or both.