Purpose of Form
This form shall be submitted in order to initiate a review of supporting documentation for consideration of a refund for money previously received by the Department of Buildings.

NOTE: Handwritten forms will not be accepted.

1 Applicant Information
Enter the following:
- MM/DD/YY
- Full name
- Phone number
- E-mail address

2 Account Information
Enter the following:
- TRANSACTION DATE
- Invoice # - Online Trans ID # - Order #
- Application number if applicable
- Borough, block and lot

<table>
<thead>
<tr>
<th>BOROUGH</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronx</td>
<td><a href="mailto:BXrefunds@buildings.nyc.gov">BXrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Brooklyn</td>
<td><a href="mailto:BKLYNrefunds@buildings.nyc.gov">BKLYNrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Manhattan</td>
<td><a href="mailto:MANHNrefunds@buildings.nyc.gov">MANHNrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Queens</td>
<td><a href="mailto:QNSrefunds@buildings.nyc.gov">QNSrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Staten Island</td>
<td><a href="mailto:Sirefunds@buildings.nyc.gov">Sirefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Administrative Enforcement Unit (AEU)</td>
<td><a href="mailto:AEUrefunds@buildings.nyc.gov">AEUrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Boiler Unit</td>
<td><a href="mailto:boilrefunds@buildings.nyc.gov">boilrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Cranes &amp; Derricks Unit</td>
<td><a href="mailto:cdrefunds@buildings.nyc.gov">cdrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Development HUB</td>
<td><a href="mailto:nycdevelopmenthub@buildings.nyc.gov">nycdevelopmenthub@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Electrical Unit</td>
<td><a href="mailto:ERefunds@buildings.nyc.gov">ERefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Elevator Unit</td>
<td><a href="mailto:elevdeterminations@buildings.nyc.gov">elevdeterminations@buildings.nyc.gov</a></td>
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<tr>
<td>Façade Unit</td>
<td><a href="mailto:llrefunds@buildings.nyc.gov">llrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>FOIL</td>
<td><a href="mailto:foilsrefunds@buildings.nyc.gov">foilsrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>HUB (Full Service)</td>
<td><a href="mailto:hubfullservice@buildings.nyc.gov">hubfullservice@buildings.nyc.gov</a></td>
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<tr>
<td>HUB (Self Service)</td>
<td><a href="mailto:hubselfservice@buildings.nyc.gov">hubselfservice@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Limited Alteration Application (LAA)</td>
<td><a href="mailto:laarefunds@buildings.nyc.gov">laarefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Licensing</td>
<td><a href="mailto:licrefunds@buildings.nyc.gov">licrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Loft Board</td>
<td><a href="mailto:loftbrefunds@buildings.nyc.gov">loftbrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Office of Technical Certification &amp; Research (OTCR)</td>
<td><a href="mailto:otcrrrefunds@buildings.nyc.gov">otcrrrefunds@buildings.nyc.gov</a></td>
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<tr>
<td>Unsafe Buildings</td>
<td><a href="mailto:unsaferefunds@buildings.nyc.gov">unsaferefunds@buildings.nyc.gov</a></td>
</tr>
</tbody>
</table>
### 3 Reason for Refund
State a brief reason for the refund request attach any additional documentation:
- Fee Exempt (FE)
- ECB Dismissal (ECB)
- Overpayment (OP)
- Bona fide Purchaser/New Owner (BFP)
- Duplicate payment (DUP)
- Application Withdrawal (AW)
- Duplicate Filing (DF)
- Other – please explain (attach justification)

### 4 Payment Information
Check the appropriate box:
- Credit Card
- Cash
- Check/Money Order
- E-check – Online payment
- Credit/Debit card – Online payment

**Refund Calculation**
- a) Enter Amount paid
- b) Enter the correct fee
- c) Refund amount is calculated

### 5 Refund Check Information
Refunds are issued to the maker of the original check ONLY:
- Check appropriate box
- Enter name
- Address
- Signature

### FACTS
- The job/application status is a factor in determining the refund amount. See NYC Administrative Code Article §28-112.6.1.
- You may not be eligible for a refund if the job status is (I) SIGN OFF (LAA), (U) COMPLETED, or (X) SIGNED-OFF.
- The Job/application status is found on nyc.gov/buildings in the BIS job application details.

### IMPORTANT
The refund request application **must** be accompanied with the following documents as attachments in the email:
- Copy of the front and back of the cancelled check, money order, or signed credit card receipt. For online payments the online receipts # is required.
- A copy of the Job overview
- Fee/Accounting overview
- A bona fide purchaser **must** submit a copy of the deed, a notarized affidavit or letter of no relationship, which substantiates the owner’s claims. If the bona fide purchaser is other than an individual, the affidavit **must** be submitted on the entity’s letterhead and signed by the Owner or an officer of the corporation. The affidavit or letter **must** include:
  A. The name of the bona fide purchaser;
  B. The location of the property
  C. A statement that the property was not received as a gift; and
  D. A statement that there is no interest or relationship with the prior Owner and the new Owner is not acting in any way for the benefit of the prior Owner
- Print out of the BIS receipt / If duplicate payment copies of both receipts
- Proof of exemption (if applicable)
- Copy of online receipt or copy of pertinent credit card statement
- Copy of ECB dismissed violation
- Refund request application