**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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Cranes &amp; Derricks Unit</td>
<td><a href="mailto:cdrefunds@buildings.nyc.gov">cdrefunds@buildings.nyc.gov</a></td>
</tr>
<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>
</tr>
<tr>
<td>Elevator Unit</td>
<td><a href="mailto:elevrefunds@buildings.nyc.gov">elevrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Façade Unit</td>
<td><a href="mailto:llrefunds@buildings.nyc.gov">llrefunds@buildings.nyc.gov</a></td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Licensing</td>
<td><a href="mailto:licrefunds@buildings.nyc.gov">licrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Loft Board</td>
<td><a href="mailto:loftbrefunds@buildings.nyc.gov">loftbrefunds@buildings.nyc.gov</a></td>
</tr>
<tr>
<td>Office of Technical Certification &amp; Research (OTCR)</td>
<td><a href="mailto:otcrrrefunds@buildings.nyc.gov">otcrrrefunds@buildings.nyc.gov</a></td>
</tr>
<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:
- A 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