

PURPOSE OF FORM

This Technical Report, as well as any subsequent reports submitted by the applicant, shall be filed in accordance with Administrative Code section §28-302.1 of the Building Code and Rules 1 RCNY §103-04. This form will assist the Qualified External Wall Inspectors (QEWI) in completing a TR6 report in **DOB NOW: Safety**.

Sub-cycle Type

- Sub-cycle 8A — Building Block ending in 4, 5, 6, 9 must file from February 21, 2015 through February 21, 2017
- Sub-cycle 8B — Building Block ending in 0, 7, 8 must file from February 21, 2016 through February 21, 2018
- Sub-cycle 8C — Building Block ending in 1, 2, 3 must file from February 21, 2017 through February 21, 2019

1 ADDRESS SEARCH

Select one of the two search criteria

- **Control Number**—enter the control number for the building and click on Search. A pop-up will appear with the control number and street address. Select OK.
- **Address**—enter the house number and street name. Select the appropriate borough from the drop down menu. The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click OK.

2 LOCATION

After completing the Address Search the TR6 form will auto-populate the property location details.

3 FILING INFORMATION

After completing the Address Search the TR6 form will auto-populate the filing information in Section 3. The Last Cycle Filing Date will be populated the first time the form is saved. To Save the TR6 form, click the Save button. A Filing Number will be generated and the field will be populated.

4 INSPECTION REPORT STATUS INFORMATION

Refer to Definitions of Conditions in rule Administrative Code section §28-302.1

The following fields will be auto populated: Prior Filing Cycle, Prior Filing Sub Cycle and Prior Filing Status.

Enter the **Current Cycle: Last QEWI Inspection Date**

Select one of the following **Current Cycle Filing Status**:

- SAFE
- SWAMP
- UNSAFE

5 BUILDING DESCRIPTION

Enter information in the following required fields:

- **Landmark District**: Select yes or no to identify if the building is in a landmarked district.
- **Exterior Wall Type**: Enter the type of exterior walls (Stone, Masonry, Brick...).
- **Number of Balconies**: Enter the number of balconies if applicable.
- **Walls Subject to Inspection**: Select All or Partial S/N from the drop down menu. *If needed, refer to Departmental Rule., Section 103-04*

6 APPLICANT'S INFORMATION

The Applicant information is prepopulated based on the QEWI's logon credentials. The License Type field is a drop down listing all licenses associated with the QEWI. Once the License Type is selected, the NYS Lic. # field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

6a APPLICANT'S STATEMENTS

The QEWI will electronically sign the form by clicking the Applicant's Statement checkbox. The QEWI's name and the current date will then be populated.

7 OWNER INFORMATION

Provide the associated owner information by entering the owner's email address that was registered in eFiling. The following fields will auto populate:

Last Name, First Name, Telephone, Business Address, City, Stat and Zip Code.

The following additional fields will need to be completed:

- Owner Type. Selection one of the following values: Private, City Owned Non-NYCHA, NYCHA, State, Federal, Diplomat, or Private Tax Exempt
- Mobil Phone
- Business Name
- Business Phone

8 OWNER REPRESENTATIVE

Provide the owner representative information, as applicable, by entering the owner representative email address registered with in eFiling. The Owner Representative information in Section 8. is optional. When the owner representative email address is entered, the following fields will be auto populated: First Name, Last Name and Phone.

9 OWNER'S STATEMENT

The owner or the owner representative is responsible for reviewing the legal statement and providing their electronic signature before the filing can be submitted.

The owner or owner representative will electronically sign the form by clicking the Owner's Statement checkbox. Their name and the current date will then be populated.

Additional Information

- Only a registered QEWI can submit a TR6 filing in **DOB NOW: Safety**.
- All required supporting documents must be uploaded into **DOB NOW: Safety**.
- The QEWI will have to upload the [Design Professional/Licensee Seal and Signature Form \(DPL-1\)](#) into **DOB NOW: Safety**.
- Any questions regarding **DOB NOW: Safety** should be directed to dobnowsupport@buildings.nyc.gov.
- Please direct any façade related question to the Façade Unit at facades@buildings.nyc.gov.
- For more information on **DOB NOW: Safety** visit <http://www1.nyc.gov/site/buildings/industry/dob-now-safety.page>