

## 1 RCNY §3-02

### CHAPTER 3 VACANT AND UNGUARDED BUILDINGS

#### §3-02 Obtaining Access to Keys of Sealed Premises.

(a) *Submission of Request.*

Persons wishing to have access to the keys to a premises sealed by the Department of Buildings must appear in person at the Executive Offices of the New York City Department of Buildings. At this time they must submit form OP-14, "Request for Access to Sealed Premises," with sections "A - Ownership Interest" and "B - Statement of Intent" both completed and notarized. Copies of the form are available at the Executive Offices of the Department of Buildings.

(b) *Verification of Ownership Interest.*

(1) The General Counsel's Office reviews the form to verify an ownership or leasehold interest in the premises.

The person seeking to obtain access must provide the General Counsel's Office with some identification including a photograph (e.g. driver's license, passport) and whatever document establishes the person's ownership or leasehold interest in the premises.

Examples of such documents include the following:

- (i) a copy of a recorded deed;
- (ii) a signed lease, along with the owner's name(s), address(es) and telephone number(s);
- (iii) a mortgage agreement;
- (iv) a State certified Certificate of Incorporation;
- (v) signed partnership documents; and
- (vi) any other document deemed acceptable by the Commissioner.

(2) A representative of the General Counsel's Office will review the above documentation to verify ownership interest. If ownership interest is verified, the representative will sign and date the form where indicated. This representative gives a copy of the signed form to the person seeking to obtain access and gives the original form to the office of Borough Operations.

(c) *Obtaining the Key.*

(1) Once the General Counsel's Office signs the form verifying ownership interest, the person seeking to obtain access must bring the following documents to the Office of the Executive Chief Inspector to substantiate the affirmations required by subdivision c of Section 26-127.1 of the Administrative Code:

- (i) a copy of Form OP-14 signed by the General Counsel's Office;
- (ii) a copy of the computer index sheet listing the application and violations for the premises;
- (iii) a copy of the vacate order;
- (iv) a copy of all relevant outstanding violations;
- (v) a copy of any relevant work permit issued by the Department of Buildings;
- (vi) a copy of all relevant plans approved by the Department; and
- (vii) any other document deemed necessary by the Commissioner.

(2) A representative of the office of the Borough Operations will review the above documentation to determine if the person has the requisite need to gain access to the premises. If it is determined that access should be granted, the representative of the office of the Borough Operations will:

- (i) have a photograph taken of the person seeking to obtain access, initial the photograph and attach it to the form;
- (ii) obtain a copy of the identification including a photograph (e.g. driver's license, passport) and attach it to the form;
- (iii) indicate on the form reasons for granting access;
- (iv) specify on the form the date by which the keys must be returned;
- (v) sign the form; and
- (vi) give a copy of both sides of the completed form to the person receiving the key.

(d) *Returning the key.*

(1) All keys must be returned to the office of Borough Operations by the date indicated on the form.

(2) If a vacate order has been rescinded, all locks and chains must be returned with the keys.

(3) In order to obtain an extension of time for keeping the key, the person seeking access must appear in person at the Executive Offices with a notarized letter stating the reason for this request. A representative from the office of Borough Operations will review the request and, if accepted, will note the new return date on the original form and initial the change. The notarized letter will be attached to the original form.