INSTRUCTIONS:

Title 28 of the Rules of the City of New York, Chapter 6:

The following website claims to be “Current through rules effective August 6, 2016”:

n=default.htm$3.0$vid=amlegal:newyork_ny

Anything more recently-adopted that is not reflected in that version of the Rules, e.g. the Mitchell-Lama Rule Amendments, appears to be on this webpage: http://rules.cityofnewyork.us/adopted-rules

The 421-a Program is for newly constructed multiple dwellings that commence construction on or before December 31, 2015. A property does not qualify for this program if a Certification of Occupancy has been issued or if there are tenants in occupancy before an application has been filed.

Your application must include a certified check or money order for $100.00 payable to the City of New York, Department of Finance. This is a non-refundable deposit towards a non-refundable filing fee of 1% of the total project cost or total project sell-out price, if the project is a coop or condominium.

In order to obtain 421-a partial tax exemption benefits, you must complete the enclosed forms. A certificate of eligibility for 421-a benefits cannot be issued until all the necessary documents are submitted to this office. Applications should be complete upon submittal to this office. If certain documents are missing and unavailable at the time of filing, they must be forwarded to HPD as soon as possible.

Please file only original applications, affidavits, and forms. In addition, please be sure that a notary seal and an architect’s seal are placed where required.

The 421-a application package must include the following:

1. **Application for Preliminary Certificate of Eligibility** - Complete the enclosed forms, pages one through three.

2. **Building Services and Amenities** – This form must be completed for all projects and signed by the applicant.

3. **Cooperative or Condominium Offering Plan** – This book must be supplied by the applicant when filing the 421-a application. If it is not available when filing an application for a preliminary certificate, it must be submitted prior to the issuance of a final certificate of eligibility.

4. **Architect’s / Engineer’s Certification of the Aggregate Floor Area, Dwelling Units & Room Count (aka Architect/Engineer’s Self Certification)**
   (http://www1.nyc.gov/assets/hpd/downloads/pdf/421a-arch-petcertification-planreview.pdf)

5. **Aggregate Floor Area and Commercial, Community Facility and Accessory Use Report** (a/k/a 12% Form) – Complete and notarize form.

6. **Assessed Valuation History Printout** – Obtain from the Borough Office of the Department of Finance, Property Division, the assessed valuation (land, improvement, and total) for all tax lots for at least three years prior to the commencement of construction.
7. **Affidavit in Support of Site Eligibility** – See 421-a Rules 6-02(f) Site Requirements.

8. **Copy of Prior Opinion of Eligibility** (if applicable).

9. **Regulatory Agreement, Written Agreement, Negotiable Certificates, or Proof of Substantial Government Assistance** (if applicable).

10. **Copy of New Building Permit(s) plus New Building Application**.

11. **Start of Construction Affidavit**.

12. **Complete Set of New York City Department of Buildings Approved Plans**. If DOB approved plans are not available, the project's architect can submit a sealed affidavit stating that the plans submitted with the 421-a application are an exact copy of the plans approved by the Department of Buildings. Each sheet must have the architect's true copy stamp and his or her seal. The plans must include a site plan, zoning calculations, typical floor layouts, all floors containing commercial, community facility and accessory use space, basement, cellar and ground floor space. **Remember** - Plans must comply with Local Law 58 for the handicapped.

13. **Tax Map (outlining project), Deed, and Request to the Department of Finance, Surveyors Office for Tentative Lot Numbers** (if applicable).

14. **Survey** (of former site if demolition occurred).

15. **Contract of Sale or Closing Statement for Land Acquisition Cost**.

16. **Construction Cost Certification** – See sample affidavit enclosed.

17. **Notification to Local Community Planning Board** - This form is required for projects containing more than 20 dwelling units.

18. **Affidavit of Energy Star Compliance**

**COMPLETE THE FOLLOWING THREE FORMS IN THE EXCEL TEMPLATE PROVIDED ON OUR WEBSITE:  [http://www1.nyc.gov/assets/hpd/downloads/excel/421a-application-spreadsheet.xlsx](http://www1.nyc.gov/assets/hpd/downloads/excel/421a-application-spreadsheet.xlsx) and email to 421aPaperPCE@hpd.nyc.gov.**

19. **Estimated Development Costs and Capital Requirements** - Include hard and soft costs.

20. **Estimate Annual Maintenance and Operating Expenses and Non-housing Income Form** – not required for co-ops and condominiums.

21. **Schedule of Rents**.

If and when a Preliminary Certificate of Eligibility is issued by this office, further instructions will accompany the certification.

All applicants must complete the filing process and obtain a Final Certificate of Eligibility from HPD within 90 days of completion of construction (certificate of occupancy date). An application for a Final Certificate of Eligibility must be filed with HPD prior to occupancy of any rental dwelling units. All applications must be complete when submitted.

**Remember** - Apply as soon as possible after the issuance of a New Building Permit and after the installation of initial footings and foundations.
APPLICATION FOR PRELIMINARY CERTIFICATION OF ELIGIBILITY FOR PARTIAL TAX EXEMPTION
UNDER SECTION 421-a OF THE NEW YORK STATE REAL PROPERTY TAX LAW
AND 11-245 OF THE NEW YORK CITY ADMINISTRATIVE CODE

This application must be accompanied by a Certified or Bank Check for $100.00 made payable to the City of New York – Department of Finance.

TO THE COMMISSIONER:

The undersigned applicant hereby requests that a Preliminary Certification of Eligibility for 421-a Partial Tax Exemption be issued to him/her stating that the site and the improvements to be located at the site conforms to and are eligible pursuant to the requirements of the Department of Housing Preservation and Development Rules for 421-a Partial Tax Exemption and all other Laws and Regulations/Rules applicable thereto.

APPLICANT: ___________________________ TELEPHONE #: ___________________________
ADDRESS: ___________________________ FAX #: ___________________________
CITY, STATE ZIP: ___________________________

If the applicant is a corporation, list one officer:
NAME: ___________________________ TITLE: ___________________________
ADDRESS: ___________________________ TELEPHONE #: ___________________________
CITY, STATE ZIP: ___________________________

If the applicant is partnership, list one general partner:
NAME: ___________________________ TITLE: ___________________________
ADDRESS: ___________________________ TELEPHONE #: ___________________________
CITY, STATE ZIP: ___________________________

This affidavit is herewith submitted for the issuance of a Preliminary Certification of Eligibility for 421-a Partial Tax Exemption for the structure/s herein mentioned. APPLICANT UNDERSTANDS AND AGREES THAT IF A TAX EXEMPTION IS APPROVED AS A RESULT OF THIS APPLICATION AND THE OWNER FAILS TO COMPLY WITH THE REQUIREMENTS CONTAINED WITHIN THE 421-a RULES ADOPTED BY THE DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT, THE COMMISSIONER SHALL REVOKE THE CERTIFICATION OF ELIGIBILITY AND TERMINATE THE TAX EXEMPTION THEREUNDER. WITHDRAWAL OF TAX EXEMPTION FOR PROVIDING SUBSTANTIALLY INCORRECT INFORMATION OR FOR NONCOMPLIANCE OR VIOLATION OF THESE RULES SHALL COMMENCE ON SUCH DATE OF REVOCATION. WITHDRAWAL OF TAX EXEMPTION FOR FAILURE TO COMPLETE THE BUILDING WITHIN THE TIME PERIOD PROVIDED SHALL COMMENCE WITH THE INITIAL DATE OF SUCH EXEMPTION. THE OWNER SHALL PAY THE CITY, WITH INTEREST, THE AMOUNT OF TAXES FROM WHICH HE/SHE HAD BEEN EXEMPTED. SUCH AMOUNT, IF UNPAID, SHALL BECOME A LIEN AGAINST THE PROPERTY.

STATE OF ) SS: ___________________________
COUNTY OF ) being duly sworn deposes and says

that he/she is the ___________________________
Applicant or Officer of Applicant Corp. or General Partner making this application for a Preliminary Certification of Eligibility for Partial Tax Exemption; he/she has read the 421-a Rules for Partial Tax Exemption; he/she understands that the City of New York may rely on the statements contained herein acting upon this application.

Sworn to before me this _______ day of ____________ 20_____
__________________________
Notary Public

__________________________
Signature

__________________________
Date
THIS APPLICATION IS FOR NEWLY CONSTRUCTED MULTIPLE DWELLINGS (NOT LESS THAN (3) DWELLING UNITS) THAT COMPLETE CONSTRUCTION NO LATER THAN DECEMBER 31, 2003. BE SURE TO ANSWER ALL QUESTIONS AND PLACE A CHECKMARK IN THE APPROPRIATE BOXES.

1. CONTACT PERSON/FIRM:

ADDRESS & ZIP CODE: ____________________________________________________________

TELEPHONE #: ___________________________ FAX #: ___________________________

2. PROJECT INFORMATION:

BOROUGH ___________ COMMUNITY BOARD _________ EXISTING ZONING:__________

BLOCK: ___________ LOT(S): ___________

FORMER LOT(S) IF MERGED OR APPORTIONED:________________________________________

PLOT DIMENSIONS: ____________________________________________ LAND AREA IN SQ. FT.:

ADDRESS OF PREMISES: _____________________________________________________________________ ZIP: __________________________

SITE NAME (IF APPLICABLE): _____________________________________________________

ATTACH NYC TAX MAP OUTLINING THE PROPERTY – OBTAIN FROM SURVEY SECTION OF THE DEPARTMENT OF FINANCE PROPERTY DIVISION

NUMBER OF:

STORIES: ___________ BLDGS: ___________

STUDIOS: ___________ ONE BEDROOMS: ___________

TWO BEDROOMS: ___________ THREE BEDROOMS: ___________

FOUR BEDROOMS: ___________ FIVE BEDROOMS: ___________

OTHER: ___________

TOTAL NUMBER OF ZONING ROOMS: ___________

TOTAL NUMBER OF DWELLING UNITS: ___________

PLEASE CHECK: RENTAL [ ] CO-OP [ ] CONDO [ ]

LIST AND DESCRIBE ALL NON-RESIDENTIAL SPACE AND WHERE LOCATED (Attach sheets, if necessary):

FLOORS: ________________________________________________________________

BASEMENT: ______________________________________________________________

CELLARS: ________________________________________________________________

ESTIMATED COMPLETION DATE OF PROJECT: _________________________________

WILL AIR RIGHTS BE PURCHASED? YES [ ] NO [ ]

IF YES, OVER WHAT? ___________ AIR RIGHTS LOT # ___________

3. SITE ELIGIBILITY:

INDICATE THE CONDITIONS OF THE PROJECT SITE (AS OF 36 MONTHS PRIOR TO COMMENCEMENT OF CONSTRUCTION) SEE 421a RULES, SECTION 6-02 (F)

(a) VACANT

PREDOMINANTLY VACANT

UNDERUTILIZED

NON-CONFORMING

FUNCTIONALLY OR ECONOMICALLY OBSOLETE

YES [ ] NO [ ]

YES [ ] NO [ ]

YES [ ] NO [ ]

YES [ ] NO [ ]

YES [ ] NO [ ]

YES [ ] NO [ ]

(b) DOES THIS PROJECT CONTAIN MORE THAN 20 DWELLING UNITS?

IF YES, ANSWER (c), (d), AND (e)

YES [ ] NO [ ]

(c) WERE RESIDENTIAL BUILDINGS ON THE LAND IMMEDIATELY PRIOR TO THE START OF CONSTRUCTION?

YES [ ] NO [ ]

(d) DOES THE NEW BUILDING CONTAIN AT LEAST FIVE DWELLING UNITS FOR EACH DEMOLISHED DWELLING UNIT IN EXISTENCE IMMEDIATELY PRIOR TO THE NEW CONSTRUCTION?

YES [ ] NO [ ]

(e) INDICATE THE NUMBER OF DEMOLISHED RESIDENTIAL BUILDINGS: UNITS: ___________
4. OTHER STANDARDS FOR REVIEW:

(a) IS THE NEW MULTIPLE DWELLING LOCATED IN THE 421-a GEOGRAPHIC EXCLUSION AREA?  

(b) IS THIS PROJECT LOCATED IN A NEIGHBORHOOD PRESERVATION AREA (NPA) OR AN AREA ELIGIBLE FOR MORTGAGE INSURANCE PROVIDED BY THE REHABILITATION MORTGAGE INSURANCE CORPORATION (REMIC)?

NPP AREA [ ]  REMIC AREA [ ]

(c) IS THIS PROJECT BEING CONSTRUCTED WITH SUBSTANTIAL GOVERNMENTAL ASSISTANCE?

PLEASE EXPLAIN AND PROVIDE A COPY OF THE REGULATORY AGREEMENT, WRITTEN AGREEMENT, LOWER INCOME HOUSING PLAN, CONTRACT, ETC.

(d) ARE NEGOTIABLE CERTIFICATES BEING USED TO QUALIFY A PROJECT LOCATED IN THE 421-a GEOGRAPHIC EXCLUSION AREA?

IF YES, ATTACH A COPY OF THE 421-a AFFORDABLE HOUSING WRITTEN AGREEMENT.

(e) WILL THIS PROJECT OR ANY PART OF THIS PROJECT BE RECEIVING TAX EXEMPTION OR TAX ABATEMENT UNDER ANY OTHER PROVISION OF STATE OR LOCAL LAW?

IF YES, PLEASE EXPLAIN:

(f) WAS THIS PROJECT SITE MAPPED AS A PUBLIC PARK OR UTILIZED FOR 10 OR MORE CONSECUTIVE YEARS AS A PRIVATE PARK IMMEDIATELY PRIOR TO OCTOBER 1, 1971?

(g) WILL ANY PART OF THIS PROJECT BE USED AS A TRANSIENT HOTEL/ APARTMENT HOTEL OR SINGLE ROOM OCCUPANCY?

(h) DOES THIS PROJECT CONTAIN MORE THAN 100 DWELLING UNITS? (SEE BELOW NOTATION)

INDICATE NUMBER OF ONE BEDROOMS

INDICATE NUMBER OF TWO BEDROOMS

(i) HAS THE OWNER APPLIED FOR OR RECEIVED A RESERVATION FOR LOW INCOME HOUSING TAX CREDITS FROM A HOUSING CREDIT AGENCY (DHCR or HPD)?

Note: For projects applying for 421-a benefits, 10% of the units must contain at least 4½ zoning rooms, and at least 15% of the units must contain at least 3½ zoning rooms. See section 6-02(c)(2) of the 421-a rules for details. This requirement may be waived, if the project provides housing exclusively for the elderly.
THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
421-a PARTIAL TAX EXEMPTION PROGRAM
100 GOLD STREET, SECTION V, NINTH FLOOR, NEW YORK, NY 10038

AFFIDAVIT

STATE OF NEW YORK )
COUNTY OF __________ (): SS.

I, ______________, am the applicant of record of the project at ____________________________ (address)

Block: ______ Lot/s ______

and make this affidavit in support of the estimated development costs submitted to the Department of Housing Preservation and Development as part of the application for 421-a Partial Tax Exemption benefits. The costs contained therein represent a fair and accurate estimate of the development costs to be incurred for the acquisition of the land and the construction of the above project.

I am fully aware that upon completion of this project, a certified public accountant certification of the actual project cost must be submitted in order for a Final Certificate of Eligibility to be issued by the Department of Housing Preservation and Development. I make these statements to induce the City of New York to grant partial tax exemption benefits and know that the City of New York will rely on the veracity of such statements in granting 421-a Partial Tax Exemption benefits.

Sworn this __________
day of _________________, __________

________________________________  __________________________________
notary signature
THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT
421(a) TAX EXEMPTION UNIT
100 GOLD STREET, 9TH FLO., NEW YORK, NY 10038
(212) 386-5421/5077/5100/5084

THE APPROPRIATE PAGES FROM THE "OFFERING" MAY BE USED,
IF AVAILABLE, INSTEAD OF THIS SHEET

* PROPOSED INITIAL SELLING PRICE *

CO-OP OR CONDOMINIUM PROJECTS

Docket No: __________________________ (Office use only)

Address Of Site: __________________________

Block(s): __________________________

Lot(s): __________________________

Please indicate below the number of various types of units you propose to construct. Indicate the intended initial selling price for each and extend to a total by type and a grand total "sell-out" price.

<table>
<thead>
<tr>
<th>Type Of Unit</th>
<th>Number Of Such Units</th>
<th>Proposed Selling Price</th>
<th>Total Selling Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: __________________________
Appendix A Annual Schedule of Reasonable Costs.

(a) Construction costs:

The construction cost component of the Total Project Cost, excluding land acquisition costs, site preparation costs, and off-site costs, shall be determined by the use of the latest available Calculator Valuation Guide, published by Calculator Inc., or a comparable publication designated by the Office. Applicants whose construction costs include unique and special costs and are therefore at variance with the Calculator Valuation Guide will be required to produce detailed documentation establishing these costs. Except in cases where such unique costs are approved, the Construction Costs Allowance will be limited to the maximum established by the Calculator Valuation Guide, minus the Builder's Fee.

(b) Off-site and other costs:

In recognition of the fact that off-site costs, including but not limited to legal, engineering, and architectural fees, insurance, interest and taxes during construction, and title and mortgage fees, may vary greatly with the size of a project, these costs as well as such other amounts as are ordinarily incurred in connection with the construction, conversion or rehabilitation of a multiple dwelling, will be reviewed and analyzed independently with respect to each building.

(c) Operating and maintenance schedule:

(1) Real estate taxes. Projected real estate taxes shall equal the actual assessed value of the property in the tax year prior to the start of construction multiplied by the projected tax rate for the tax year in which completion is expected. The projected tax rate shall be determined by increasing the current tax rate at the time the application is received by 5 percent for each year between such current year and the projected year of completion.

(2) Replacement reserve. The replacement reserve shall equal six-tenths of 1 percent of construction costs approved pursuant to item (a) of the Annual Schedule of Reasonable Costs.

(3) Other operating and maintenance expense maximum allowances. The schedule of maximum allowances listed below shall apply except when the schedule amounts for each commodity shall be increased or decreased on a compounded annual basis for each year between publication of these rules and the year of projected project completion based upon the Price Indices of Operating Costs (PIOC) percentages published annually by the Rent Guidelines Board for each commodity. For the purposes of projecting future allowances in years for which the PIOC is not available, the Office will apply the percentage for the most recent year for which the Index is available for.
THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT
421-a TAX EXEMPTION PROGRAM
100 GOLD STREET, 9th FLOOR, SECTION V
NEW YORK, NY 10038
(212) 863-5421/5077/5100/5084

AGGREGATE FLOOR AREA AND COMMERCIAL COMMUNITY
FACILITY AND ACCESSORY USE AREA REPORT

This form must be signed, dated, and notarized

Property address: ________________________________________________
Block: __________________________________________________________
Lots: ___________________________________________________________

I hereby certify the following areas in the above premises are located and measure as follows:

The aggregate floor area of the building/s applying for 421-a benefits is __________________ sq. ft.

Note: Please indicate the floor by floor breakdown of the aggregate floor area on the reverse side of this form or on a separate sheet attached to this form. Unfortunately, this form will be returned if the level by level breakdown is omitted.

See Chapter 6, Section 6-01 (c) of the 421-a Rules for the definitions of aggregate floor area and commercial, community facilities and accessory use space.

ONLY COMMERCIAL, COMMUNITY FACILITY AND ACCESSORY USE SPACE
MUST BE LISTED IN THIS BOX

<table>
<thead>
<tr>
<th>Location (i.e. basement, cellar, 1st floor, etc.)</th>
<th>Area description</th>
<th>Aggregate (sq. ft.)</th>
<th>% to Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commercial, etc. area in excess of 12%

Note: See the Zoning Resolution (Article 1, Chapter 2) for definitions of commercial, community facility, and accessory use space. Typical examples are: retail stores, professional offices, community recreation rooms, pools, exercise rooms and storage space. Plans outlining this space must accompany this report.

All indoor parking located not more than 23 feet above curb level should not be counted as 421-a accessory use space.

Name of architect or applicant: ________________________________
Signature of architect or applicant: _____________________________ Date: ____________________

Sworn to before me this
____________________ Day of ______________________ 20 ______

NOTARY PUBLIC
START OF CONSTRUCTION AFFIDAVIT

The date of "commencement of construction" of the project is a very important date for the implementation of 421-a benefits. It confirms that the project started construction within the statutory date and establishes the prior tax year for the setting of the "mini-tax" which must be paid during construction and for the 10, 15, 20, or 25 years following the completion of construction. The below affidavit must be completed by the architect or engineer for the project and submitted to HPD with the 421-a application.

**************************************************************************************

Address(es) | Block(s) | Lot(s)
-------------|--------|--------

I, , have read the specific sections of the 421-a Rules applicable to this Project and understand them. I have relied upon this understanding for purposes of the representations I am making in this affidavit.

is the accurate date of "commencement of construction," (i.e., the date upon which excavation and construction of initial footings and foundations commenced in good faith), for the above-referenced project and is consistent with the definitions of "commencement of construction" in Section 6-01(c) and "commence" in Section 6-09(a) of the 421-a Rules, as applicable.

Notary or Seal

Date
Signature of Architect or Engineer
Print Name
Address
City, State, Zip
Telephone Number

Only original affidavits will be accepted by HPD.
THEY MAY NOT BE ALTERED IN ANY WAY
CERTIFICATION OF NOTICE GIVEN TO LOCAL COMMUNITY BOARD

In accordance with Real Property Tax Law §421-a(5) and 28 R.C.N.Y. § 6-03, if the project applying for 421-a benefits contains more than 20 dwelling units, this form must be submitted together with proof of delivery by certified mail or hand delivery to the relevant local Community Planning Board of the 421-a benefits application and supporting papers.

Date: ______________________
Docket #: ______________________
Address: ______________________

The undersigned hereby certifies that on _______________, a complete copy of the same application for a Preliminary Certificate of Eligibility and supporting papers for the above-referenced property submitted to the City of New York Department of Housing Preservation and Development, was hand delivered or sent by certified mail to Local Community Board # __________, located at (address of Community Board) ______________________, whose chairperson is ______________________.

____________________
(signature)

____________________
(print name)

Sworn to before this _____ day of ________, 20__.
STATE OF NEW YORK            ) Docket # ____________
COUNTY OF_______________ ) ss.:
_________________________ , being duly sworn, under
penalty of perjury, deposes and says:
I am the owner ______________ of ________________.

[title] [name of entity]

Owner of premises located in the County of ______________ , City and State of New York, identified
as block ______ lot(s) ______ on the tax map of the City of New
York, making this application for a Preliminary Certificate of Eligibility for a §421-a Partial Tax
Exemption.

I hereby certify, as required pursuant to §11-245.10 of the Administrative Code of the City of New
York, that whenever any household appliance in any dwelling unit, or any household appliance that
provides heat or hot water for any dwelling unit in the multiple dwelling, is installed or replaced with a
new household appliance on or after December 19, 2006, such new appliance shall be certified as
Energy Star, or that either (A) an appropriately-sized Energy Star certified household appliance is not
manufactured, such that movement of walls or fixtures would be necessary to create sufficient space for
such appliance, and/or (B) an Energy Star certified boiler or furnace of sufficient capacity is not
manufactured. ¹

I make these statements to induce the Department of Housing Preservation and Development of the City
of New York to grant a partial tax exemption and know the City of New York will rely on the veracity
of such statements in granting tax exemption.  The attached application is intended to be a written
instrument as defined in Article 175 of the Penal Law and I understand that any false statement is
punishable as a Class E felony that provides a term of imprisonment not to exceed four years.

Sworn to me this

_____________ day of __________ 20___

Affiant Signature

____________________________
Name

____________________________
Title

____________________________
Name of Entity (if applicable)

¹ For purposes of this paragraph, (A) “household appliance” shall mean any refrigerator, room air conditioner,
dishwasher or clothes washer within a dwelling unit in the multiple dwelling that is provided by the owner, and any
boiler or furnace that provides heat or hot water for any dwelling unit in the multiple dwelling, and (B) “Energy
Star” shall mean a designation from the United States Environmental Protection Agency or Department of Energy
indicating that a product meets the energy efficiency standards set forth by the agency for compliance with the
Energy Star program.
# Services and Amenities

<table>
<thead>
<tr>
<th>1. Room Heat:</th>
<th>Steam</th>
<th>Oil</th>
<th>Electric</th>
<th>Solar</th>
<th>Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(N.Y.)

<table>
<thead>
<tr>
<th>2. Hot Water:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Stove:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Air Conditioning:</th>
<th>Co-op / Condo Owner</th>
<th>Landlord</th>
<th>Tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A/C Power)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units are:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- Central Building
- Central Individual Apt.
- Sleeves only
- Thru-wall
- Window

5. Dishwasher: ☐ All Apartments ☐ If only certain apartments, indicate which apartment

6. Balconies / Terraces: ☐ All Apartments ☐ If only certain apartments, indicate which apartment

7. Laundry Rooms: If provided, indicate number and location

| Hook-up provided for tenants own washer-dryer: | ☐ Yes | ☐ No |

8. Kitchen & Bathroom Equipment: Unusual items provided ☐ Yes ☐ No

| Specify: |

9. Doorman: ☐ Personal ☐ T.V.

<table>
<thead>
<tr>
<th>Hours of Coverage</th>
<th>8</th>
<th>16</th>
<th>24</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>


| Included in Rent? | ☐ Yes | ☐ No |

11. Recreational Features: ☐ Swimming Pool ☐ Tennis Courts ☐ Sauna

- Gym
- Sitting Area
- Garden
- Health Club
- Meeting Room(s)
- Cable T.V.
- Master T.V.
- Other (specify)

| Included in Rent? | ☐ Yes | ☐ No |

12. Additional Services and/or Amenities Not Covered Above:

___________________________________________________________________________
<table>
<thead>
<tr>
<th>Community Board</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronx 1</td>
<td>718/585-7117</td>
</tr>
<tr>
<td>Bronx 2</td>
<td>718/226-9125</td>
</tr>
<tr>
<td>Bronx 3</td>
<td>718/378-8064</td>
</tr>
<tr>
<td>Bronx 4</td>
<td>718/299-0800</td>
</tr>
<tr>
<td>Bronx 5</td>
<td>718/364-2030</td>
</tr>
<tr>
<td>Bronx 6</td>
<td>718/679-6990</td>
</tr>
<tr>
<td>Bronx 7</td>
<td>718/653-5650</td>
</tr>
<tr>
<td>Bronx 8</td>
<td>718/804-3969</td>
</tr>
<tr>
<td>Bronx 9</td>
<td>718/823-3034</td>
</tr>
<tr>
<td>Bronx 10</td>
<td>718/652-1161</td>
</tr>
<tr>
<td>Bronx 11</td>
<td>718/682-6262</td>
</tr>
<tr>
<td>Bronx 12</td>
<td>718/881-4455</td>
</tr>
<tr>
<td>Brooklyn 1</td>
<td>718/889-0028</td>
</tr>
<tr>
<td>Brooklyn 2</td>
<td>718/596-5410</td>
</tr>
<tr>
<td>Brooklyn 3</td>
<td>718/622-6601</td>
</tr>
<tr>
<td>Brooklyn 4</td>
<td>718/628-8400</td>
</tr>
<tr>
<td>Brooklyn 5</td>
<td>718/498-5711</td>
</tr>
<tr>
<td>Brooklyn 6</td>
<td>718/643-3027</td>
</tr>
<tr>
<td>Brooklyn 7</td>
<td>718/834-0003</td>
</tr>
<tr>
<td>Brooklyn 8</td>
<td>718/467-5574</td>
</tr>
<tr>
<td>Brooklyn 9</td>
<td>718/778-9279</td>
</tr>
<tr>
<td>Brooklyn 10</td>
<td>718/745-6827</td>
</tr>
<tr>
<td>Brooklyn 11</td>
<td>718/265-8800</td>
</tr>
<tr>
<td>Brooklyn 12</td>
<td>718/818-0905</td>
</tr>
<tr>
<td>Brooklyn 13</td>
<td>718/268-3001</td>
</tr>
<tr>
<td>Brooklyn 14</td>
<td>718/859-6357</td>
</tr>
<tr>
<td>Brooklyn 15</td>
<td>718/332-3008</td>
</tr>
<tr>
<td>Brooklyn 16</td>
<td>718/356-0523</td>
</tr>
<tr>
<td>Brooklyn 17</td>
<td>718/467-3536</td>
</tr>
<tr>
<td>Brooklyn 18</td>
<td>718/241-0422</td>
</tr>
<tr>
<td>Manhattan 1</td>
<td>212/442-5050</td>
</tr>
<tr>
<td>Manhattan 2</td>
<td>212/978-2372</td>
</tr>
<tr>
<td>Manhattan 3</td>
<td>212/533-5300</td>
</tr>
<tr>
<td>Manhattan 4</td>
<td>212/735-4533</td>
</tr>
<tr>
<td>Manhattan 5</td>
<td>212/985-0907</td>
</tr>
<tr>
<td>Manhattan 6</td>
<td>212/679-0907</td>
</tr>
<tr>
<td>Manhattan 7</td>
<td>212/362-4008</td>
</tr>
<tr>
<td>Manhattan 8</td>
<td>212/844-4840</td>
</tr>
<tr>
<td>Manhattan 9</td>
<td>212/864-6200</td>
</tr>
<tr>
<td>Manhattan 10</td>
<td>212/749-3105</td>
</tr>
<tr>
<td>Manhattan 11</td>
<td>212/831-8925</td>
</tr>
<tr>
<td>Manhattan 12</td>
<td>212/585-6520</td>
</tr>
<tr>
<td>Queens 1</td>
<td>718/788-3335</td>
</tr>
<tr>
<td>Queens 2</td>
<td>718/533-8773</td>
</tr>
<tr>
<td>Queens 3</td>
<td>718/456-2707</td>
</tr>
<tr>
<td>Queens 4</td>
<td>718/762-3141</td>
</tr>
<tr>
<td>Queens 5</td>
<td>718/366-1834</td>
</tr>
<tr>
<td>Queens 6</td>
<td>718/263-9250</td>
</tr>
<tr>
<td>Queens 7</td>
<td>718/359-2800</td>
</tr>
<tr>
<td>Queens 8</td>
<td>718/551-6000</td>
</tr>
<tr>
<td>Queens 9</td>
<td>718/285-2685</td>
</tr>
<tr>
<td>Queens 10</td>
<td>718/843-4488</td>
</tr>
<tr>
<td>Queens 11</td>
<td>718/225-1054</td>
</tr>
<tr>
<td>Queens 12</td>
<td>718/688-3308</td>
</tr>
<tr>
<td>Queens 13</td>
<td>718/484-9700</td>
</tr>
<tr>
<td>Queens 14</td>
<td>718/471-7300</td>
</tr>
<tr>
<td>Staten Island 1</td>
<td>718/681-6900</td>
</tr>
<tr>
<td>Staten Island 2</td>
<td>718/317-3231</td>
</tr>
<tr>
<td>Staten Island 3</td>
<td>718/359-7900</td>
</tr>
</tbody>
</table>