

REQUEST FOR CERTIFIED COPY OF PROPERTY REGISTRATION

I would like to request certified copies of the Last Valid Property Registration for the following buildings:

| Building address | Reg # | Borough | Block | Lot |
|------------------|-------|---------|-------|-----|
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(add additional pages as required)

I am requesting these documents in my capacity as:

- Property owner/managing agent
- Tenant
- Interested party
- Expeditor *(if expeditor for the owner, owner name and signature must be provided below as well as expeditor name).*

I understand that there is an \$8 fee for each certified copy requested. Enclosed is a certified check or money order for \$ _____ made out to the Department of Finance. *(If full amount is not provided, copies will be provided in the order requested).*

Please mail the documents to me at (address, including city, state and zip)

_____.

Name (print) _____

Signature _____

Date _____

Expeditor requests only:

Owner's Name (print) _____ Signature _____

Date _____

MAIL COMPLETED FORM TO: HPD, REGISTRATION ASSISTANCE UNIT, 100 GOLD STREET, SECTION 6E, NEW YORK, NY 10038

Date received _____ Date mailed _____ For agency use only
 Date provided in person _____
 Agency Personnel initials _____

