

NOTICE OF FAILURE TO REGISTER

Dear Property Owner:

The property referenced above has still not registered validly with the Department of Housing Preservation and Development for the period September 1, 2015 through August 31, 2016. A notice of information Order has already been issued to this property. The violation of the registration requirement may result in a civil penalty of \$250-500, which can be imposed by the Housing Court for failure to register.

An annual Property Registration Statement must be filed for:

- **All residential properties with 3 or more units. Even if the owner resides at the property, there are no tenants, or the property is a condominium or cooperative, these properties are required to register.**
- Properties where the Certificate of Occupancy indicates that the building is a one and two-family dwellings if neither the owner nor any family member occupies the dwelling. **If the building is being used as a one-family but the legal configuration allows for three or more apartments, the building MUST register.**

Valid Property Registration requires both: 1) payment of \$13 each year to the Department of Finance and 2) submission of a properly completed Property Registration Form to HPD.

Property registration with HPD is required under the New York City Housing Maintenance Code. Registration provides owners with an opportunity to be contacted by HPD and notified of any violations and emergencies at the property. Early notification will allow an owner to make necessary repairs and avoid the inconvenience and cost of having HPD perform emergency repairs. Many other city agencies will also use HPD's Registration to obtain contact information in the event of an emergency and, during citywide emergency events, the City may use the contact information on file to provide valuable information or outreach.

You are required to register annually between May 21st and September 1st of every year or at any point during the year that the registration information changes.

Registration forms may be obtained from HPD's website (www.nyc.gov/hpd) through the Property Registration Online System (PROS). Registration forms are also available at each Borough Code Enforcement office, or our Registration Assistance Unit (RAU) can be reached at (212) 863-7000 or via email at register@hpd.nyc.gov. RAU is located at 100 Gold Street, Manhattan.

If you have special circumstances and need guidance, review our enclosed Frequently Asked Questions or contact RAU directly. Thank you for your prompt attention to this matter.

PARA OBTENER UNA COPIA DE ESTE AVISO EN ESPAÑOL, VISITE EL SITIO WEB DEL HPD EN <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page> O LLAME A LA UNIDAD DE ASISTENCIA PARA EL REGISTRO (REGISTRATION ASSISTANCE UNIT) DEL HPD LLAMANDO AL [212-863-7000](tel:212-863-7000).

POUR OBTENIR UNE COPIE DE CET AVIS EN FRANÇAIS, RENDEZ-VOUS SUR LE SITE DU HPD EN CLIQUANT SUR <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page> OU APPELEZ LE SERVICE D'ASSISTANCE À L'INSCRIPTION DU HPD AU [212 863 7000](tel:212-863-7000).

POU JWENN YON KOPI NAN AVI SA A NAN KREYÒL AYISYEN, ALE SOU SITWÈB HPD NAN <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page> OSWA RELE INITE ÈD ENSKRIPSYON HPD NAN NIMEWO [212-863-7000](tel:212-863-7000).

ЧТОБЫ ПОЛУЧИТЬ КОПИЮ ЭТОГО УВЕДОМЛЕНИЯ НА РУССКОМ ЯЗЫКЕ, ЗАЙДИТЕ НА ВЕБ-САЙТ HPD ПО АДРЕСУ <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page> ИЛИ ПОЗВОНИТЕ В ОТДЕЛ ПОМОЩИ ПО ВОПРОСАМ РЕГИСТРАЦИИ HPD ПО НОМЕРУ [212-863-7000](tel:212-863-7000).

如需获取本通知的语种版本, 请访问 HPD 网站 (网址: <http://www1.nyc.gov/site/hpd/owners/compliance-register-your-property.page>), 或者致电 HPD 登记协助处 (电话: [212-863-7000](tel:212-863-7000))。