



# HPD GREEN HOUSING PRESERVATION PROGRAM: APPLICATION

HPD USE ONLY Project Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

## PART A: BASIC APPLICATION INFORMATION

### Section 1: Owner Information

Property Address(es): \_\_\_\_\_ Total Number of Units: \_\_\_\_\_  
Borough(s): \_\_\_\_\_

Does this application include multiple buildings? Yes No If yes, # of buildings: \_\_\_\_\_  
Please fill out Part B for each building in application.

Name of Legal Owner: \_\_\_\_\_  
(listed on deed)

EIN: \_\_\_\_\_

Owner Contact Information: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of Borrower (if different): \_\_\_\_\_

### Section 2: Additional Contact Information

(Select as applicable)

Contact Information:

	Name	Phone	Email	Address / Unit #
<input type="checkbox"/> Attorney	_____	_____	_____	_____
<input type="checkbox"/> Superintendent:	_____	_____	_____	_____
<input type="checkbox"/> Managing Agent:	_____	_____	_____	_____
<input type="checkbox"/> Consultant	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____

### Section 3: Basic Background

How did you hear about the HPD Green Housing Preservation Program?

Mailing  Elected Official  NYC Community-Based Accelerator Referral

Name: \_\_\_\_\_

Website  Other Public Event  Other

Name: \_\_\_\_\_

Please provide details: \_\_\_\_\_

HPD Owner's Night  Organization Referral

Name: \_\_\_\_\_

Has any building in this application participated in or received assistance (loan, financing, tax exemption) from any government programs? Yes No

Building: \_\_\_\_\_ Gov. Program (loan, financing, other): \_\_\_\_\_ Tax Exemption: \_\_\_\_\_ Date of Assistance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 5: Property Details**

Property Address, Borough <sup>1</sup> (Inclusive of non-residential, vacant or other lot types)	Block	Lot	# Floors	Gross Building SF	# Non-Res. <sup>2</sup> / Commercial Units	# Res. Units	# Vacant Res. Units	# Elevators	Unit Mix by Building					
									Studio	1 BR	2 BR	3 BR	4+ BR	

1 – If vacant lot, open space or parking, list Address, Block and Lot for that lot  
 2 – Res. = Residential

**Application Submission Checklist:**

- Part A: Application and Certification
- Part B: Property Information
- Part C: Mortgage Information and Release Form
- Part D: Income and Expense Statement Template *(or audited financial statement)*
- Part E: Rent Roll *(or condo/coop fees)* Template
- Part F: Campaign Finance Disclosure Form (<http://www1.nyc.gov/assets/hpd/downloads/pdf/developers/Doing-Business-Affor-hou-Data-Form.pdf>)

**Section 6: Certification**

*Certification to be provided by applicant (legal owner or borrower) or entity with legal authority to sign on behalf of applicant*

I hereby certify under the certification penalty provided by law, that all information included in or annexed to this application is true to the best of my knowledge and belief.

1. \_\_\_\_\_

Print Name Signature

\_\_\_\_\_

Title (if any) Date

\_\_\_\_\_

**Submission Instructions:** Application with supporting documentation (listed above) must be completed and submitted to HPD at [hpdgreen@hpd.nyc.gov](mailto:hpdgreen@hpd.nyc.gov). Please contact Laura Slutsky, Executive Director of Green Preservation Program (212-863-8884) with any questions. 100 Gold Street, Room 9-02, New York, NY 10038. PDFs with scanned signatures are accepted.

**PART B: PROPERTY INFORMATION**

Please submit one page for each building included in the application.

Building Address: \_\_\_\_\_

Property Type: Rental  Condo / Coop

Section 7: Existing Project Debt								
Mortgagee / Lender (if applicable)	Contact Information	Loan Servicer and Account #	Maturity Date	Interest Rate	Current Balance	Annual Debt Service	Is loan in arrears?	Mortgage Position
					\$	\$	Yes No	1 <sup>st</sup> 2 <sup>nd</sup>
					\$	\$	Yes No	1 <sup>st</sup> 2 <sup>nd</sup>
					\$	\$	Yes No	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>
<b>TOTALS:</b>					\$	\$		

Section 8: Repair Needs					
Boiler/Burner:	Plumbing:	Electrical:	Roof:	Windows:	Doors:
Masonry:	Waterproofing:	Facade:	Elevator:	Mailboxes:	Gas/Steam Pipe
Insulation:	Structural:	Kitchen Rehab:	Bathrooms:	Other: _____	Energy Efficiency: _____

Section 9: Other Operating Needs	
What other financial challenges or operating needs do you have? High Utility Costs High Water Costs High Payments High Taxes Tenant Issues Leasing challenges  Other: _____	Does this building have recurring maintenance or renovation issues in any of the following areas? Heating system Distribution system Roof In-Unit Kitchen / Baths Windows Other: _____
Local Law 11 (Exterior) Report (if more than 6 stories): Date: _____	

Section 10: Energy and Utility Background	
DEP Meter Number: _____ DEP Rate: Metered Flat (or "Frontage") DEP Multifamily Conservation Program: Yes No	Is your building benchmarked? Yes No If yes, which platform do you use? Portfolio Manager WegoWise EnergyScoreCards Other: _____
Have you undertaken an Energy Audit or Assessment? Yes No If yes, please specify: _____	
Have you used utility or other incentives for energy efficiency? Yes No If yes, please list incentives: _____	Are you comfortable sharing this data? Yes No What type of heating oil does your building use? #2: #6: #4:



Project Name: \_\_\_\_\_

HPD USE ONLY

Submission Date: \_\_\_\_\_

### PART C: MORTGAGE INFORMATION AND RELEASE FORM

TO: \_\_\_\_\_

Mortgage Number (if known) \_\_\_\_\_

RE: \_\_\_\_\_  
PREMISES

Dear Mortgage Officer:

I, the owner of the above premises, have given a mortgage to you. I hereby authorize you to provide, in writing, any mortgage information requested by the Department of Housing Preservation & Development in connection with its Green Housing Preservation Program.

Very truly yours,

\_\_\_\_\_  
Owner (s) (Please print)

\_\_\_\_\_  
Signature of Owner