

NOF CERT (REV 11/2015)

BOROUGH _____ **HOUSE NO.** _____ **STREET NAME** _____

CERTIFICATION OF CORRECTION OF HOUSING QUALITY STANDARDS FAILURE(S)

Complete entire form and sign below.

State of New York

)SS:

County of _____

I, _____ (PRINT NAME), swear or affirm under penalty of perjury as follows:

1. That I am the Owner of the property, an Officer or Director of the Corporation that owns the property, the Managing Agent of the property or otherwise responsible for the property.

2. That I have examined the area(s) containing the failure(s) on the reverse side of this form and, to my knowledge such failure(s) whose number(s) I have listed below was (were) corrected on the date(s) I have indicated.

3. That the following are the names and addresses of my agents /employees who performed the work to correct the failure(s) that I have certified as corrected (additional sheets may be attached if more space is needed):

Please fill in Section 4 for No Access to Basement HQS Failures.

NOF Number	Failure Number	Date Corrected	Name of Agent or Employee who Performed the Work	Address of Agent or Employee who Performed the Work

4. That the following are the names and phone numbers of my agents/employees who will provide access on 24 hours notice. **This section must be filled in for No Access to Basement HQS failures.**

NOF Number	Failure Number	Name of Agent or Employee who Will Provide Access on 24 Hours Notice	Phone Number of Agent or Employee who Will Provide Access on 24 Hours Notice

5. My signature below indicates that I am submitting a separate and distinct certification for each failure listed above by Failure Number and I am aware that I am subject to penalties for false certification for each failure certified on this form.

Sworn to me this

_____ day of _____

_____ Signature

_____ Notary Public

_____ Phone Number

**THE MAKING OF A FALSE CERTIFICATION IS A CRIME
PUNISHABLE BY A FINE AND/OR IMPRISONMENT**



INSTRUCTIONS

I. FEDERAL HOUSING QUALITY STANDARDS (HQS)

OWNER/AGENT NON-COMPLIANCE

Owners of units already receiving an HPD subsidy will have Housing Assistance Payments (HAP) suspended (abated) unless the HQS failure(s) marked "OWNER" are corrected and certified by the dates indicated on the front side of this notice. During the abatement period, you will not be able to collect HAP from HPD or the tenant. The tenant will only be responsible for his or her portion of the rent. It is a violation of federal regulations to sue tenants for non-payment of HPD's share of rent. Per Federal regulations, HPD must terminate the HAP contract for any unit in abatement for 180 days.

TENANT NON-COMPLIANCE

A tenant's subsidy may be terminated if he/she does not correct HQS failures marked "TENANT" on the front of this Notice of Housing Quality Standards (HQS) Failure. Tenants will receive notice of these conditions and applicable correction dates. HPD will attempt to reinspect all failures marked "TENANT."

ACCESS TO BASEMENT

An HPD Inspector must gain access to the basement to inspect the condition of the foundation, plumbing systems and/or sewer connections to complete the HQS Inspection. No access to the basement will result in an HQS failure. You must certify that the basement will be accessible on 24 hours notice by properly completing section 4 of the Certification of Correction of Housing Quality Standards Failure on the backside of the AGENCY copy of this notice.

II. HOW TO CERTIFY

- a. **Electronic Submission:** Login to NYC.GOV/HPD and click on the *eCertification* link. You will be required to enroll once for each building for which you wish to use electronic certification. After your valid enrollment is received you will be able to immediately begin certifying failures electronically.
- b. **Manual/Mail Submission:** The AGENCY copy must be hand delivered or postmarked on or before the Certification Date provided on the Notice of Housing Quality Standards (HQS) Failure and be properly completed in order for your certification to be valid. You can obtain additional copies of the CERTIFICATION OF CORRECTION OF HOUSING QUALITY STANDARDS FAILURE(S) on HPD's website (www.nyc.gov/hpd) if you wish to only certify some of the failures at this time and certify the remainder at a later date.
 1. Complete and sign the Certification of Correction form on the back of the AGENCY copy and have your signature notarized.
 2. Return the AGENCY copy to the office of the Division of Code Enforcement in the borough in which the building is located by registered or certified mail, return receipt requested, or in person.

PROVIDING FALSE STATEMENTS TO A GOVERNMENT AGENCY IS PUNISHABLE UNDER FEDERAL LAW. YOUR HAP PAYMENT WILL BE SUSPENDED IMMEDIATELY.

III. HOW TO REQUEST A POSTPONEMENT

You may request that the Department extend the date to correct failures if there are valid reasons why you cannot complete the work within the time frame. These requests may be sent to the Postponement Unit, Division of Code Enforcement, 100 Gold Street, 5th floor, New York, NY 10038. Such requests must be received before the required correction date and include: the building address, a copy of the **Notice of Housing Quality Standards (HQS) Failure**, the reason for making the request for a postponement, and documentation supporting your claim that you have taken all necessary steps to complete the work on time. You will be advised in writing regarding the approval or denial of your postponement request.

