J-51 APPLICATION PACKET

This application packet includes the forms you will need in order to apply for J-51 tax benefits. It is the sole responsibility of the applicant to submit a complete and accurate application; processing cannot begin until all required documentation has been received by the J-51 Unit.

You are strongly advised to consult the statutes governing J-51 benefits (NYS Real Property Tax Law Section 489 and NYC Administrative Code Section 11-243) as well as the J-51 Rules and Regulations (Title 28 Rules of the City of New York Chapter 5, http://72.0.151.116/nycnew/RulesTitle28.aspx).

The following is an index of the contents of this packet. You may not need to complete every form. Consult the application instructions for guidance.

⇒ APPLICATION INSTRUCTIONS
⇒ LIST OF PERMITS REQUIRED FOR J-51 APPLICATIONS
⇒ PROJECT INFORMATION (Form J-1)
⇒ ITEMIZED SCHEDULE (Form J-2)
⇒ CERTIFICATE OF COMPLIANCE WITH DEPARTMENT OF BUILDINGS REGULATIONS (Form J-3, formerly Form TA-3)
⇒ COOPERATIVE AND CONDOMINIUM INFORMATION (Form J-4)
⇒ OWNER’S AFFIDAVIT OF NO HARRASSMENT (Form J-5A)
⇒ OWNER’S AFFIDAVIT OF NO HARRASSMENT (Late Filing) (Form J-5A & B)
⇒ AFFIDAVIT OF OWNERSHIP & ENERGY STAR COMPLIANCE (Form J-6)
⇒ AFFIDAVIT OF RENT REGISTRATION (Form J-7A)
⇒ RENT ROLL (Form J-7B)
⇒ INTERIM AFFIDAVIT OF RENT REGISTRATION FOR NEWLY CREATED DWELLING UNITS IN BUILDINGS EXPECTED TO BE OWNED AS RENTALS (Form J-7C)
⇒ INTERIM AFFIDAVIT OF RENT REGISTRATION FOR NEWLY CREATED DWELLING UNITS IN BUILDINGS EXPECTED TO BE OWNED AS COOPERATIVES OR CONDOMINIUMS (Form J-7D)
⇒ OWNER’S DECLARATION OF PARTIAL WAIVER OF RENT ADJUSTMENT (Form J-8)
⇒ AFFIDAVIT OF VIOLATION CLEARANCE FOR OWNER (Form J-9A)
⇒ AFFIDAVIT OF VIOLATION CLEARANCE FOR ARCHITECTS AND ENGINEERS (Form J-9B)
⇒ AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS (Form J-10A.2)
⇒ AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR ACCOUNTANTS (Form J-10B.2)
⇒ AFFIDAVIT OF FIRST SALE FOR COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS (Form J-10C)
⇒ NOTICE OF INTENT TO FILE FOR J-51 TAX EXEMPTION AND TAX ABATEMENT PURSUANT TO SECTION 11-243 OF THE ADMINISTRATIVE CODE (Form J-11)

The following documents are not included in the packet but are available upon request:
⇒ MODERATE REHABILITATION NOTICE TO TENANTS OF WORK TO BE PERFORMED (MR-1)
⇒ MODERATE REHABILITATION AFFIDAVIT TO HPD CONFIRMING NOTICE TO TENANTS (MR-2)
⇒ APPLICATION FOR ENRICHED BENEFITS FOR GOVERNMENT-ASSISTED REHABILITATIONS OF VACANT CITY-OWNED BUILDINGS (“Short Forms”) (Forms SF-1 and SF-2)
⇒ APPLICATION FOR J-51 BENEFITS FOR LEAD-BASED PAINT HAZARD ABATEMENT
J-51 LIST OF REQUIRED PERMITS

The following is a list of requirements that are accepted as documentation by the J-51 Unit. They are categorized by type of alteration/improvement:

Applications for alterations requiring a new or amended Certificate of Occupancy must include:
(1) PW-1, PW-1A, PW-1B and Initial Work Permits; and
(2) Final Certificate of Occupancy; and
(3) Additional documentation as may be applicable or requested.

Applications for the following major capital improvements require the approval of designated agencies on the forms indicated below, and such additional documentation as the Office shall require. The forms listed herein may be revised or added to by the Department of Buildings, in which case the Office will require the forms as revised. If a Borough Office was not using any of the referenced forms when documentation was obtained, the Office may require the forms then in effect or as listed in the prior Rules.

a) Asbestos Abatement
(1) Asbestos Inspection Report (ACP-7), or copy of Asbestos Removal Plan.

b) Adequate Wiring, New Wiring or New Service
(1) Certificate of Electrical Inspection or contractor’s affidavit if Certificate is not applicable.

c) Boiler/Burners: Boiler and Oil Burner Replacement
(1) Notice of Proposed Steam or Hot Water Boiler Installation for boilers serving 6 units or more and over 350,000 BTU’s (B form 900A signed by a boiler inspector, DOB); and
(2) Initial Work Permit or PW-2 (DOB); and
(3) For boilers with a capacity of 350,000 BTU’s or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
(4) DOB Certificate of Electrical Inspection or contractor’s affidavit if the Certificate is not applicable (e.g., if boiler only); and
(5) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

d) Boiler/Burners: Boiler and Gas Burner or Boiler and Combination Gas and Oil Burner
(1) Schedule B Plumbing (PW-1B) and/or Notice of Proposed Steam or Hot Water Boiler installation (B form 900A signed by a boiler inspector) (DOB); and
(2) Initial Work Permit or PW-2 (DOB); and
(3) For boilers with a capacity of 350,000 BTU’s or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
(4) DOB Certificate of Electrical Inspection or contractor’s affidavit if the Certificate is not applicable.

e) Boiler/Burners: Boiler Only
(1) If burner is oil-fired, documents (1) through (5) in paragraph (c) above; or
(2) If burner is gas-fired, documents (1) through (4) of paragraph (d) above; or
(3) If burner is gas- and oil-fired, documents (1) through (4) of paragraph (d) above.
f) **Boiler/Burners: Burner Upgrading**


**g) Boiler/Burners: New Central Heating System**

1. Plan/Work Approval Application with Schedule C Heating & Combustion Equipment for oil or Schedule B Plumbing for gas (PW-1 with PW-1C or PW-1B), or computer printout showing scope of work (DOB); and
2. Initial Work Permit or PW-2 (DOB); and
3. DOB Certificate of Electrical Inspection or contractor’s affidavit if the Certificate is not applicable; and
4. Approved Application for Certificate of Operation (APC 5-0, stamped, Bureau Air, Noise and Hazardous Materials, DEP); and
5. Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**h) Boiler Enclosure**

1. Initial Work Permit or PW-2 (DOB); and
2. Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**i) Chimney**

1. Initial Work Permit or PW-2 (DOB); and
2. Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**j) Compactor: Conversions to Central and Upgrading of Incinerators**

1. Initial Work Permit or PW-2 (DOB); and
2. Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
3. For replacement compactor, submit affidavit attesting to the replacement.

**k) Compactor: New or Refuse Chute**

1. Initial Work Permit or PW-2 (DOB); and
2. Computer print-out showing plumbing sign-off or B Form 505 (DOB) or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

**l) Elevator Installation: Replacement or Upgrading (except replacement of hoist cables)**

1. Approved Elevator application/Permit (ELV-1, DOB); and
2. Sign-off by a DOB inspector (Form 73), or a stamped Elevator Inspection/Test Report by Approved Private Elevator Inspection Agency (ELV-3, DOB).

**m) Fire Escapes**

1. Initial Work Permit or PW-2 (DOB); and
2. Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
n) Hot Water Heater or Hot Water Tank
   (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B), or computer printout showing scope of work (DOB); and
   (2) Initial Work Permit or PW-2 (DOB); and
   (3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
   (4) For boilers with a capacity of 350,000 BTU’s or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP).

o) Landmarks Preservation Work Permit
   (1) Permit for Minor Work or Certificate of Appropriateness as applicable and Notice of Compliance (Landmarks Preservation Commission); and
   (2) Description of Landmarks Preservation work listed on or attached to the J-2 form (previously R-2 form) available from the J-51 Office.

p) Oil Tank Installation
   (1) Plan/Work Approval Application with Schedule C Heating & Combustion Equipment (PW-1 with PW-1C), or computer printout showing scope of work (DOB); and
   (2) Initial Work Permit or PW-2 (DOB); and
   (3) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

q) Piping: Gas
   (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
   (2) Initial Work Permit or PW-2 (DOB); and
   (3) Computer print-out showing plumbing sign-off or B Form 505 (DOB); and
   (4) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

r) Piping: Waste and Vent
   (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, (DOB); and
   (2) Initial Work Permit or PW-2 (DOB); and
   (3) Computer print-out showing plumbing sign-off or B Form 505 or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

s) Piping: Water Mains and Risers
   (1) Plan/Work Approval Application with Schedule B (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
   (2) Initial Work Permit or PW-2 (DOB); and
   (3) Computer print-out showing plumbing sign-off or B Form 505 or Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

t) Sealing Dumbwaiters
   (1) Initial Work Permit or PW-2 or Plan/Work Approval Application or computer printout showing scope of work (PW-1, DOB); and
(2) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

u) Sewer (Street Connection)

(1) Street Opening Permit from the Bureau of Sewers (DEP) or Bureau of Highways (Department of Transportation), as applicable.

v) Sprinkler (new or relocated) Plumbing and Drainage

(1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, DOB); and

(2) Initial Work Permit or PW-2 (DOB); and

(3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

w) Standpipes

(1) Plan/Work Approval (PW-1) or computer printout showing scope of work, (DOB); and

(2) Initial Work Permit or PW-2 (DOB); and

(3) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

x) Structural Items Not Physically Verifiable

(1) Affidavit from an architect or engineer specifying the nature, quantity and location of work done (e.g. number of floor joists installed, cubic yards of structural concrete used, pounds of structural steel used, etc.). In addition, length, size and placement of steel beams may be required. Photographs of new floor joists in place are recommended.

y) Water Service (Street Connection)

(1) Street-Opening Permit (Bureau of Highways, DOT)

z) Water Storage Tank

(1) No permit required for replacement, submit affidavit attesting to replacement.

(2) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work DOB); and

(3) Initial Work Permit or PW-2 (DOB); and

(4) Letter of Completion for Directive 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
### PROJECT INFORMATION

**UNIT DISTRIBUTION (Must be filled out completely)**

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<tr>
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<th>Stabi-llized</th>
<th>Exempt</th>
<th>Total</th>
<th>Con-rolled</th>
<th>Stabi-llized</th>
<th>Exempt</th>
<th>Total</th>
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**Total Occupied**

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<tr>
<th></th>
<th>Before Rehabilitation</th>
<th>After Rehabilitation</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Rooms</td>
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</tbody>
</table>

**PROJECT INFORMATION (must be filled out by all applicants and submitted with supporting documentation)**

1. Date of rehabilitation start __________________ Date of rehabilitation completion __________________
2. Has a J-51 application for this building been filed in the past? Yes ☐ No ☐
   If yes, give Tax Exemption/Abatement Docket Number(s): ____________________________
3. Has this building ever received Tax Exemption/Tax Abatement under any other program? Yes ☐ No ☐
   If yes, which program? __________________________________________
   When did the benefits take effect? __________________________
4. Is this a Mitchell Lama project? Yes ☐ No ☐
   If so, was the rehab financed with Substantial Government Assistance? Yes ☐ No ☐
   Please specify ____________________________________________________________
5. Is this building a cooperative or condominium? Yes ☐ No ☐
   If yes, please complete the Co-op and Condo Information Form.
6. If you are submitting proof of payment that also pertains to other block(s)/lot(s), please list them
   ____________________________________________________________
7. Has the cubic content of the building been changed? Yes ☐ No ☐
   If yes, what was it before rehabilitation? __________________________
   After rehabilitation? _________________(multiply number of square feet per floor x number of floors x height per floor)
8. Does this building require a Landmarks permit for any work done? Yes ☐ No ☐
   If yes, please submit a “Certificate of Appropriateness” or permit for
   minor work and a “Statement of Appropriateness Compliance” from the Landmarks Preservation Commission.
9. Are you submitting building plans to the J-51 Office with this application? Yes ☐ No ☐

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**BUILDING CLASSIFICATION (please supply the square footage for each class)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Class A</th>
<th>Class B/ SRO</th>
<th>Commercial</th>
<th>Professional</th>
<th>Manufacturing</th>
<th>Hotel</th>
<th>IMD (Loft)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Rehabilitation</td>
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<tr>
<td>After Rehabilitation</td>
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**GOVERNMENT-ASSISTED PROJECT INFORMATION (must be filled out if project is government-assisted)**

1. If this project is being financed by a government loan, what program is involved?
   - 8A__ PLP__ NRP 203K__ LIRP__ HUD MF__ HOME__ JSC__ Enterprise__ HDC__ 312__ HODAG__
   - Housing Trust Fund __ MAC __ Other (specify)
2. HPD Mortgage Officer/Loan Coordinator: Name __________________ Telephone __________________
3. If this project has received temporary benefits, what is the docket number? __________________

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**FOR HPD USE ONLY

- $500 Application ☐ Receipt # __________________ Docket# __________________
<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
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<tbody>
<tr>
<td><strong>GENERAL CONSTRUCTION</strong></td>
<td></td>
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<tr>
<td># Asbestos</td>
<td>SQ. LIN. FT.</td>
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<tr>
<td># Boiler room enclosure</td>
<td>SQ. FT.</td>
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<tr>
<td># Bulkhead (wall area)</td>
<td>SQ. FT.</td>
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<tr>
<td>Ceiling</td>
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<tr>
<td>Cellar (fireproof gypsum board)</td>
<td>SQ. FT.</td>
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<tr>
<td>Gypsum board or plaster</td>
<td>m2</td>
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<tr>
<td># Cement wash or waterproofing</td>
<td>SQ. FT.</td>
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<tr>
<td>Ceramic tile, bathroom (only if completed before 12/31/2011)</td>
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<td></td>
<td></td>
<td></td>
<td>$750</td>
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<tr>
<td># Chimney, masonry</td>
<td>m3</td>
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<tr>
<td>Compactor, see item Refuse</td>
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<tr>
<td># Concrete, structural slab</td>
<td>CU. YD.</td>
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<tr>
<td># Concrete, structural foundation</td>
<td>CU. YD.</td>
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<td># Concrete, flatwork/sidewalks</td>
<td>SQ. FT.</td>
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<td>* Deleading of lead paint hazard</td>
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<td>Demolition &amp; removal allowance</td>
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<td>(DOORS include frame and hardware):</td>
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<td># Main entrance and lobby</td>
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<tr>
<td>* Hollow metal</td>
<td>m2</td>
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<tr>
<td>Wood swing (only if completed before 12/31/2011)</td>
<td>m2</td>
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<td></td>
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<td>$135</td>
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<td>Bi-fold closet (only if completed before 12/31/2011)</td>
<td>Bi. (cir)</td>
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<td>$110</td>
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<tr>
<td>Sliding closet (2 doors) (only if completed before 12/31/2011)</td>
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<td>$125</td>
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<tr>
<td>** Storm</td>
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<tr>
<td>Dumbwaiters converted/closet (only if completed before 12/31/2011)</td>
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<td></td>
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<td>$250</td>
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<tr>
<td>Dumbwaiters sealed</td>
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<td>Entrance, stoops, steps/concrete</td>
<td>m2</td>
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<tr>
<td>* Fire escapes</td>
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<tr>
<td># Floor joists (include sub floor)</td>
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<td>Flooring, resilient/underlayment (only if completed before 12/31/2011)</td>
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<td>** Insulation, wall (thermal only)</td>
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<td>** Insulation, roof (thermal Only) (only if completed before 12/31/2011)</td>
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<tr>
<td># Leaders and gutters</td>
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<td>* Lintel replacement</td>
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<td>* Mailboxes (only if completed before 12/31/2011)</td>
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<td># Parapet only</td>
<td>LIN. FT.</td>
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<tr>
<td># Coping only, no parapet</td>
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<tr>
<td># Parapet including Coping</td>
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<tr>
<td>** ** DENOTES ENERGY CONSERVATION ITEMS (MCI)**</td>
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<tr>
<td>#  DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE</td>
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* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)
** DENOTES ENERGY CONSERVATION ITEMS (MCI)
# DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE
<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partitions, gypsum board/plaster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partitions, framing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># * Painting</td>
<td>SQ FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refine:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Chute, complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Compactor, central unit (only if completed before 12/31/2011)</td>
<td>$6,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Recycling, base separating unit (only completed before 12/31/2011)</td>
<td>$17,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Turnable and/or diverter (only if completed before 12/31/2011)</td>
<td>$750</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td># * Roof surface</td>
<td>SQ FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># * Railings, Roof</td>
<td>LIN FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skylight including screens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stairs, steel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Structural steel</td>
<td>144</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Window, single pane glass (only if completed before 12/31/2011)</td>
<td>$140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Window, insulating glass</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Window, insulated glass over 24sf</td>
<td>SQ FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Window, storm with screen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Window guards, approved security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Window guards, childproof</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

** ELEVATOR **

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>* New elevator, complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Convert manual to automatic</td>
<td></td>
<td></td>
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</table>

** ELEVATOR, PARTIAL **

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Motor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Traction machine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* One-speed controller (only if completed before 12/31/2011)</td>
<td>$6,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Two-speed/variable controller</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Cables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Shaftway door</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Floor call station</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Interlocks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Door operator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Reline cab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># * Top of car safety device (only if completed before 12/31/2011)</td>
<td>$2,800</td>
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</table>

** PLUMBING **

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathrooms (only if completed before 12/31/2011)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$450</td>
</tr>
<tr>
<td># * Hot water heater/tank (input)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># ** Insulation, pipe (also heating)</td>
<td>LIN FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen sink (only if completed before 12/31/2011)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$175</td>
</tr>
<tr>
<td>Lavatory (only if completed before 12/31/2011)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$150</td>
</tr>
</tbody>
</table>

** PIPING **

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY</th>
<th>BLDG DEPT APPLIC. NUMBER</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
<th>$ ALLOWED PER UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Water main, risers, branches</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Waste and vent (complete)</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># * Water service, street connect</td>
<td>LIN FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># * Sewer, street connection</td>
<td>LIN FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Gas, risers and connections</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** SUB-TOTAL **

* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)
** DENOTES ENERGY CONSERVATION ITEMS (MCI)
# DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE
<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>OWNERS CLAIMED COST</th>
<th>QUANTITY ALLOWED</th>
<th>TOTAL $ ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinklers, heads only (only if completed before 12/31/2011)</td>
<td>heads</td>
<td></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinklers, piping and heads</td>
<td>heads</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Standpipe</td>
<td>ft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tank, water storage</td>
<td>gallons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water closets (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td>$200</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Food Waste Disposers (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td></td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>HEATING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* ** Boiler-burner(output)</td>
<td>MBH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* ** Boiler (output)</td>
<td>MBH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Burner (output)</td>
<td>MBH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convector or radiators</td>
<td>units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Electronic boiler control system</td>
<td>units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust duct (kit &amp; bath only) (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td>$310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Metal boiler stack</td>
<td>ft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Oil tank</td>
<td>gallons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Piping, heat mains, risers, branch</td>
<td>units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* All new apartment wiring</td>
<td>D.U. + panel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Apartment wiring only, adequate</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service equipment and risers</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric service equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* With individual meter</td>
<td>entry - D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* With master meter</td>
<td>entry - D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Apartment panel</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* With individual meter</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* With master meter</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Intercom, door opener (only if completed before 12/31/2011)</td>
<td>D.U.</td>
<td></td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet on new circuit</td>
<td>units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Smoke/carbon monoxide detector combination, hard wired</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Submetering installation</td>
<td>D.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Cogeneration Equipment</td>
<td>kilowatt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODERATE REHABILITATION ONLY (only if completed before 12/31/2011)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen cabinets (only if completed before 12/31/2011)</td>
<td>16 FT</td>
<td></td>
<td>$55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen cabinets, base/counter (only if completed before 12/31/2011)</td>
<td>16 FT</td>
<td></td>
<td>$70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine cabinets inc. mirror (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td>$85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range (minimum 24 in. width) (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator (min. 12 cf. nominal) (only if completed before 12/31/2011)</td>
<td>units</td>
<td></td>
<td>$420</td>
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</tr>
<tr>
<td>Steam or chemical cleaning (only if completed before 12/31/2011)</td>
<td>sq. ft.</td>
<td></td>
<td>$0.80</td>
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</tr>
<tr>
<td>SUB-TOTAL</td>
<td></td>
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<td></td>
<td></td>
<td>$400</td>
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<td>SUB-TOTAL</td>
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<tr>
<td>HPD USE ONLY</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CALCULATED BY __________ DATE ___________________________</td>
<td></td>
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</tr>
<tr>
<td>REVIEWED BY __________ DATE ___________________________</td>
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<tr>
<td>APPROVED BY __________ DATE ___________________________</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50%____  90%____  100%____  150%____  TEMP____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTZ____  TAEZ____  AV56____</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOT PENALTY</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>INSPECTION PENALTY</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

* DENOTES MAJOR CAPITAL IMPROVEMENT (MCI)
** DENOTES ENERGY CONSERVATION ITEMS (MCI)
# DENOTES REDUCTION FOR NON-RESIDENTIAL SPACE

Page 3 of 3
CERTIFICATE OF COMPLIANCE WITH
DEPARTMENT OF BUILDINGS REGULATIONS
(FORMERLY TA-3)

Section I: Applicant Must Complete in Triplicate – This Section Only

Borough __________________________ Block_________________ Lot___________________________
Address________________________________________________________________________________

APPLICANT: PLEASE DO NOT WRITE BELOW THESE LINES

Section II: Applications for Work Not Requiring a Department of Buildings Permit

Pursuant to Section 11-243(g)(1) of the New York City Administrative Code (formerly Section J51-2.5(g)(1)), the Department of Buildings (DOB) has certified a true copy of the record of DOB violations which indicates that there are no outstanding Building Code violations on the property.

Approved: _____________________________________  By:__________________  Date:_____________

Section III: Applications for Work Requiring a Department of Buildings Permit

Pursuant to Section 11-243(g)(1) of the New York City Administrative Code (formerly Section J51-2.5(g)(1)), the Department of Buildings (DOB) has certified that the work claimed on the J-51 application for the above-referenced premises has been completed and inspected in compliance with the rules and regulations of the DOB, and that, based on a review of the record of DOB violations, the premises is structurally sound and is in compliance with the applicable provisions of law.

<table>
<thead>
<tr>
<th>Item</th>
<th>Plan/Work Approval Application #</th>
<th>Permit Date</th>
<th>Sign-off Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Alt #/ C of O C of O
Permit Date:_________________ Inspection Date:_________________ Issue Date:_________________

Items Deleted:_________________ Applicant’s Initials:_________________ Date:_________________

Approved:_________________ By:_________________ Date:_________________

FOR HPD DOCKET # _________________ Date _______________ Date
USE ONLY Sent:_____________ Received:_____________
COOPERATIVE AND CONDOMINIUM INFORMATION

Borough __________________________ Block_________________ Lot___________________________
Address________________________________________________________________________________
Docket #____________________ (if available)

1. Is this building a Cooperative?  _________ Condominium?  ______________

2. Is the building privately sponsored?  Yes __________ No ____________

3. If not privately sponsored, is the building a Mitchell-Lama?  ________ Organized under Article XI of the Private Housing Finance Law?  __________ Organized under Article V of the Private Housing Finance Law?  __________ Other (specify) ____________________________________________

4. Is the building an Interim Multiple Dwelling (I.M.D.)?  Yes ____ No ____

5. Is this an application for a co-op or condo in which dwelling units have been newly created through the Substantial Rehabilitation of a vacant building or the conversion of a non-residential building?  Yes ____ No ____

6. For co-ops and condos where work was completed within 3 years from the date of the first closing of the sale of a unit or transfer of shares, provide:

   Date of first closing of a sale of a unit or transfer of shares to a bona fide purchaser
   _______________________.  Submit with your application:

   a) An affidavit from an officer of the co-op board or condominium association (Form J-10C) and a copy of the Attorney General’s letter accepting the amendment declaring the Offering Plan effective.

   b) Alternatively, if all work was completed within 3 years of the Attorney General’s acceptance for filing of the prospectus, the Applicant may submit the AG’s letter confirming acceptance in lieu of the Form J10-C.

7. For co-ops or condos where work was completed more than 3 years after the first closing or transfer of shares, submit:

   a) Tax history from the Department of Finance showing assessed value at the time of commencement of construction; and

   b) An affidavit signed by an officer of the co-op board or condominium association which lists, for the three-year period prior to commencement of work, the units which were sold, the sales price, and the number of rooms in each unit (Forms J-10A and 10B); and

   c) Documentation supporting the room count. If no Certificate of Occupancy or other document on file with the Department of Buildings exists indicating the number of zoning rooms, then the determining number will be the number in the Offering Plan. If the number of rooms differs from that in the Offering Plan, submit a statement certifying the correct number from a licensed Architect.

All cooperatives and condominiums must submit an opinion of counsel, which states that the building is a legal co-op or condo. All co-ops and condos must also submit a copy of the prospectus filed with the Attorney General. Co-ops or condos that were formed prior to the date when a prospectus was required by law, or which are exempt for other reasons from the filing requirements, must submit an attorney’s opinion explaining why no filing was made.
OWNER’S AFFIDAVIT OF NO HARASSMENT

STATE OF NEW YORK                 )
CITY OF NEW YORK                    ) SS
COUNTY OF_________________)     (if available)

I, ____________________________________________________________, being duly sworn

I am over 18 years of age and I reside at ______________________________________________________

I am the ____________________________ of the premises at_____________________________________

Borough __________________Block___________________________Lot_______________________

to be herein referred to as the “premises”.

2. This affidavit is filed in compliance with the requirements of Section 489 of the Real Property Tax
Law for receiving real estate tax exemption and/or tax abatement for which the total Certified
Reasonable Cost (CRC) per dwelling unit of the contemplated alteration or improvement (including
any CRC approved within four years prior to the commencement of the alteration or improvement)
exceeds seven thousand five hundred dollars ($7,500).

3. The attached list contains my name and the name of every owner of record and every owner of an
interest of ten percent (10%) or more in the premises or entity owning the premises or sponsoring the
conversion, alteration or improvement. Such list is incorporated herein as a schedule and is sworn to
as part of this affidavit.

4. The date of the filing of this affidavit (the “cut-off date”) is not less than 30 days prior to the
commencement of the conversion, alteration or improvement, (“the Work”), for which an application
for benefits shall be filed.

5. None of those persons listed on the schedule on the list appended to this affidavit, had, within five
years prior to the cut-off date, been found to have harassed or unlawfully evicted tenants by judgment
or determination of a court or agency (including a non-governmental agency having appropriate legal
jurisdiction) under the penal law, any state or local law regulating rents or any state or local law
relating to harassment of tenants or unlawful eviction, (a “Finding”).

6. Benefits for the Work shall not be granted if: (a) this affidavit contains a willful misrepresentation or
omission of a material fact; or (b) any person listed on the schedule has been found to have harassed
or unlawfully evicted tenants pursuant to a Finding, until and unless the Finding is reversed on
appeal, provided that any such Finding after the cut-off date shall not apply to or affect any tax
exemption or abatement for the conversion, alteration, or improvement covered by this affidavit.

7. I am required to amend this affidavit when and if any information contained herein changes prior to
applying for or claiming Benefits for the Work. However, any Finding made after cut-off date
affecting any person either listed on the schedule or listed on any amendment shall not apply to or
affect any tax exemption or abatement shall not apply to or affect any tax exemption or abatement for
the conversion, alteration, or improvement covered by this affidavit.
OWNER’S AFFIDAVIT OF NO HARASSMENT

(LATE FILING)

STATE OF NEW YORK )
CITY OF NEW YORK ) SS Docket #____________________
COUNTY OF_________________) (if available)

I, ____________________________________________________________, being duly sworn
depose and say:

1. I am over 18 years of age and I reside at
_________________________________________________________________________________

I am the ____________________________ of the premises at_________________________________

Borough __________________ Block___________________________ Lot_______________________
to be herein referred to as the “premises”.

2. This affidavit is filed in compliance with the requirements of Section 489 of the Real Property Tax
Law for receiving real estate tax exemption and/or tax abatement for which the total Certified
Reasonable Cost (CRC) per dwelling unit of the contemplated alteration or improvement (including
any CRC approved within four years prior to the commencement of the alteration or improvement)
exceeds seven thousand five hundred dollars ($7,500).

3. The attached list contains my name and the name of every owner of record and every owner of an
interest of ten percent (10%) or more in the premises or entity owning the premises or sponsoring the
conversion, alteration or improvement. Such list is incorporated herein as a schedule and is sworn to
as part of this affidavit.

4. None of those persons listed on the schedule on the list appended to this affidavit, had within five
years and 30 days prior to the (“Cut-off Date”) of the commencement of the conversion, alteration or
improvement (the “Work”) for which the application for benefits is filed, been found to have
harassed or unlawfully evicted tenants by judgment or determination of a court or agency (including a
non-governmental agency having appropriate legal jurisdiction) under the penal law, any state or
local law regulating rents or any state or local law relating to harassment of tenants or unlawful
eviction, (a “Finding”), and no such Finding has been made between such Cut-off date and the date of
filing this affidavit.

5. Benefits of the Work shall not be granted if: (a) this affidavit contains a willful misrepresentation or
omission of a material fact; or (b) any person listed on the schedule has been found to have harassed
or unlawfully evicted tenants pursuant to a Finding, until and unless the Finding is reversed on
appeal, provided that any such Finding after the cut-off alteration, or improvement covered by this
affidavit.

6. I am required to amend this affidavit when and if any information contained herein changes prior to
applying for or claiming Benefits for the Work.
OWNER’S AFFIDAVIT OF NO HARASSMENT
SCHEDULE OF OWNERS

Borough ___________________________ Block __________ Lot _______________

Address _____________________________________________________________________________

List all owners of 10% or more

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<thead>
<tr>
<th>Name</th>
<th>Percent Ownership</th>
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*Please list only the names of individuals, not of corporations or of partnerships. If the owner is a corporation or partnership, list the names of the officers or partners.

Sworn to me this

____ day of ______________, 20________

Affiant Signature

________________________________
Name

________________________________
Title

________________________________
Notary Public

Name of Entity
(if applicable)
AFFIDAVIT OF OWNERSHIP & ENERGY STAR COMPLIANCE

STATE OF NEW YORK                                    )
CITY OF NEW YORK                                    ) SS
COUNTY OF_________________)                      (if available)

I, ____________________________________________________________, being duly sworn
depose and say:

1. I am over 18 years of age and I reside at
_________________________________________________________________________________________

2. I am the _____________________________ of the premises at____________________________________
   (owner, sponsor, officer)    (address/borough)

3. I prepared or caused the preparation of the attached application for a Certificate of Eligibility for the
   conversion, alteration or improvement of said premises in order to secure tax abatement and/or tax exemption
   pursuant to 11-243 of the Administrative Code of the City of New York, as amended. I hereby affirm that all
   the information submitted is true and accurate, that the premises comply with all applicable provisions of the
   Multiple Dwelling Law of the State of New York and other provisions of law; that all the work specified has
   been completed; that all the documentation supplied is accurate and complete; and that the conversion,
   alteration or improvement of said premises have, as required, been approved by the New York City
   Department of Buildings and/or other governmental agencies having jurisdiction. I further affirm that the
   conversion, alteration or improvement of said premises conforms to all requirements of Section 11-243 of the
   Administrative Code of the City of New York, as amended, and the Rules and Regulations promulgated
   thereunder by the Department of Housing Preservation and Development of the City of New York.

4. I hereby certify, as required pursuant to Section 11-245.8 of the Administrative Code of the City of New York
   and Section 5-05(c)(10) of Chapter 5, Title 28 of the Rules 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
   March 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

5. I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and
   know the City of New York will rely on the veracity of such statements in granting tax abatement and/or 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 which provides a term of
   imprisonment not to exceed four years.

Sworn to me this
_________________________day of ____________________, 20________

________________________________
Affiant Signature

________________________________
Name

________________________________
Title

________________________________
Notary Public

________________________________
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.
STATE OF NEW YORK                 )
CITY OF NEW YORK                 ) SS Docket #____________________
COUNTY OF_________________)      (if available)

I, ____________________________________________________________, being duly sworn
depose and say:

I am the _________________________________ of the premises at____________________________________
(owner, sponsor, officer)     (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits pursuant to
Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for each of the dwelling
units in the premises, a filing for rent registration with the New York State Division of Housing and Community
Renewal has been made prior to the date of this affidavit. I further affirm that the said filing was done as required by
the Omnibus Act of 1983 and that I submit as proof of registration the attached copy of rent registration from RR-2S.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and
know the City of New York will rely on the veracity of such statements in granting tax abatement and/or 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 which 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)

________________________
Notary Public
RENT ROLL

Borough _____________________ Block_______________ Lot __________________

Address ________________________________________________________________

Docket # ____________________________ (if available)

SCHEDULE OF RENTS BEFORE AND AFTER IMPROVEMENTS

<table>
<thead>
<tr>
<th>Apt. #</th>
<th>RENTS BEFORE REHABILITATION</th>
<th>RENTS AFTER REHABILITATION</th>
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<tr>
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<td>Stabilized</td>
<td>Controlled</td>
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Office of Development  
Division of Housing Incentives/J-51 Program  
100 Gold Street  
New York, N.Y. 10038  
(212)863-5517
INTERIM AFFIDAVIT OF RENT REGISTRATION FOR
NEWLY CREATED DWELLING UNITS IN BUILDINGS
EXPECTED TO BE OPERATED AS RENTALS

STATE OF NEW YORK                 )
CITY OF NEW YORK                    ) SS   Docket #____________________
COUNTY OF_________________)      (if available)

I, ____________________________________________________________, being duly sworn
depose and say:

I am the ______________________of the premises at _____________________________________
(owner, sponsor, officer)     (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits
pursuant to Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for
each of the dwelling units in the premises, a filing for rent registration with the New York State Division of
Housing and Community Renewal, as required by the Omnibus Act of 1983, will be made no later than thirty
days after initial occupancy or at the earliest date thereafter permitted by DHCR.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption
and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or
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 which provides a
term of imprisonment not to exceed four years.

Sworn to me this
____day of ______________, 20________   ______________________________
Affiant Signature

________________________________
Name

________________________________   ______________________________
Title

________________________________   ______________________________
Notary Public      Name of Entity
(if applicable)
INTERIM AFFIDAVIT OF RENT REGISTRATION FOR NEWLY CREATED DWELLING UNITS IN BUILDINGS EXPECTED TO BE OPERATED AS CO-OPS OR CONDOS

STATE OF NEW YORK )     
CITY OF NEW YORK ) SS     Docket #____________________
COUNTY OF_________________)  (if available)

I, ____________________________________________________________, being duly sworn depose and say:

I am the ______________________ of the premises at _____________________________________
(owner, sponsor, officer) (address/borough)

and make this affidavit in support of the application for tax exemption and/or tax abatement benefits pursuant to Section 11-243 of the Administrative Code of the City of New York. I hereby affirm that for each of the dwelling units in the premises, a filing for rent registration with the New York State Division of Housing and Community Renewal, as required by the Omnibus Act of 1983, will be made no later than fifteen months after the Offering Plan was accepted for filing by the Attorney General in the event the co-op has not been declared effective within fifteen months from such acceptance.

I make these statements to induce the City of New York to grant tax abatement and/or tax exemption and know the City of New York will rely on the veracity of such statements in granting tax abatement and/or 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 which provides a term of imprisonment not to exceed four years.

Sworn to me this

____day of ________________, 20________   ______________________________
Affiant Signature

________________________________
Name

________________________________
Title

________________________________
Notary Public

___________________________
Name of Entity
(if applicable)
OWNER’S DECLARATION OF PARTIAL WAIVER OF RENT ADJUSTMENT

Docket # _________________________
(if available)

Building Registration ID # ___________

I, ____________________________________________, am the _____________________________ of the
(If other than sole proprietor, give name of business entity)
_______________________________________________________________________________________
of _____________________________________________________________________________________
(Address of premises applying for J-51 Tax Abatement benefits)

Borough __________________________ Block ______________________ Lot ______________________

In consideration of any tax abatement benefits which may be received pursuant to such application for
alterations or improvements constituting a Major Capital Improvement, I agree to waive the collection of a
portion of the total annual amount of any rent adjustment attributable to such MCI rent increase which may
be granted by DHCR. The waived portion shall be equal to one-half of the total annual amount of the tax
abatement benefits which the property receives pursuant to application for the alterations or improvements as
listed below.

List below all items of work to which the waiver applies:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Such waiver shall commence on the date of the first collection of such rent adjustment, provided that, in the
event that such tax abatement benefits were received prior to such first collection, the amount waived shall
be increased to account for such tax abatement benefits so received. The entire amount shall be applied
against the first annual rent adjustment, including any retroactive rent adjustments which may be granted by
the applicable DHCR order, unless the amount exceeds such adjustment, in which event the excess shall be
carried forward. The calculation of the amount attributable to the waiver shall be against the total rent
adjustment for the sixty month period, prior to the application of any annual percentage limitation applied by
DHCR to defer the collection of the total rent adjustment. Following the expiration of a tax abatement for
alterations or improvements constituting a Major Capital Improvement for which a rent adjustment has been
granted by DHCR, the owner may collect the full amount of annual rent permitted pursuant to such rent
adjustment.

I am simultaneously filing a copy of this declaration with DHCR.

I understand that this declaration shall be binding on me, and my successors and assigns.

________________________________
Signature

________________________________
Name

________________________________
Date
STATE OF NEW YORK )
CITY OF NEW YORK ) SS  Docket #____________________
COUNTY OF_________________)      (if available)

I, ____________________________________________________________, being duly sworn
depose and say:

I am the ______________________ of the premises at _____________________________________
(owne, sponsor, officer) (address/borough)

and make this affidavit in support of the application for Tax Exemption and Tax Abatement benefits
pursuant to Section 11-243 of the Administrative Code of the City of New York. The application currently
on file with the Office of Development of the Department of Housing Preservation and Development,
Docket #     , is for improvements made to the premises at _______________________________
_____________________________________________ , New York.

Based on a personal, thorough inspection of the premises on__________, 20__, the following is
certified to be true: All the “B” and “C” type violations not requiring tenant action or access to a tenant’s
apartment, as well as any Emergency Repair Monies due to the City, as listed in the current Report of Search
issued on ______________, 20__ by the Division of Code Enforcement of the Office of Rent and
Housing Maintenance, have been physically removed and/or rectified by the Owner/Managing Agent. In the
case of those B & C violations requiring tenant action or access to the tenant’s apartment, the tenant has been
notified by certified mail if it has not been possible to clear the violation. The Report of Search and tenant
notifications are attached hereto and are being made a part of this affidavit.

Sworn to me this
____day of ______________, 20________   ______________________________
Affiant Signature

________________________________
Name

________________________________   ______________________________
Title  Notary Public      Name of Entity
(if applicable)
STATE OF NEW YORK                      )
CITY OF NEW YORK                        ) SS  Docket #____________________
COUNTY OF_________________)          (if available)

I, ____________________________________________________________, being duly sworn depose
and say:
I am an        duly licensed by the State of New York,
(architect/engineer)
License Number    with offices at ___________________________________________________
(address/borough), and make this affidavit in support of the application for Tax Exemption and Tax
Abatements pursuant to Section 11-243 of the Administrative Code of the City of New York. The
application, currently on file with the Office of Development of the Department of Housing Preservation and
Development, is for improvements made to the premises at________________________________________
(address/borough)
__________________________________________________, New York.

Based on a personal, thorough inspection of the premises on ____________, 20___, the following is
certified to be true: All the “B” and “C” type violations not requiring tenant action or access to a tenant’s
apartment listed in the current Report of Search issued on ______________________, 20____, by the
Division of Code Enforcement of the Office of Rent and Housing Maintenance, have been physically
removed and/or rectified by the Owner/Managing Agent. In the case of those B & C violations requiring
tenant action or access to the tenant’s apartment, the tenant has been notified by certified mail if it has not
been possible to rectify the violation. The Report of Search and tenant notifications are attached hereto and
are being made a part of this affidavit.

Sworn to me this
___ day of ______________ , 20___

Affiant Signature

___________________________
Notary Public

___________________________
Architect’s or Engineer’s Seal
AFFIDAVIT OF COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS

STATE OF NEW YORK ) Docket #_______________________
CITY OF NEW YORK ) SS (if available)
COUNTY OF_________________) Address _______________________

Borough ___________________
Block ____________ Lot _________

I, ____________________________________________________________, being duly sworn deposes and says:

I am an officer of the co-op board or condominium association of the above-referenced cooperative or condominium.

This affidavit is submitted in support of the application for Tax Exemption and/or Tax Abatement benefits pursuant to Section 11-243 of the New York City Administrative Code of the City of New York. Based upon an examination of the books and records for ________________________________, I certify that:

1. The actual assessed valuation (as defined in the J-51 Rules and Regulations) of the building and land was $_____________ on _______________ and did not exceed the applicable limit per dwelling unit at the time of commencement of construction. Attached is a copy of the tax assessments for the Department of Finance for that period.

2(a). For the three years immediately preceding commencement of construction, ten (10) percent or more of the dwelling units were sold and the average sales price per room for the dwelling units (or the stock allocated to such dwelling units) was $ _________________. Attached is a list of the units sold, their size, price, and date of transfer to a bona fide purchaser. The total number of J-51 rooms in these units is ___________.

OR

2(b). For the three years immediately preceding commencement of construction, less than ten (10) percent of the dwelling units (or amount of stock allocated to less than ten percent of such dwelling units) were transferred, and at the time construction commenced, the average assessed valuation per dwelling unit was $____________________ and did not exceed the applicable limit per dwelling unit.

I have read this certification and I (we) hereby affirm under the penalties provided by law that the contents thereof are true to my (our) own knowledge.

Sworn to me this
_____ day of _____________, 20________

Affiant Signature

______________________________
Name

______________________________
Title

______________________________
Notary Public

______________________________
Name of Entity
(if applicable)
STATE OF NEW YORK                 )     Docket #_______________________
CITY OF NEW YORK                    ) SS      (if available)
COUNTY OF_________________)     Address _______________________
Borough _______________________
Block ___________ Lot _________

I, ____________________________________________________________, being duly sworn
depose and say:

I am a certified public accountant retained by the above- referenced cooperative or condominium. I
am registered and in good standing with the New York State Education Department. My License number is
_________________________.

This affidavit is submitted in support of the application for Tax Exemption and/or Tax Abatement
benefits pursuant to Section 11-243 of the New York City Administrative Code of the City of New York.
Based upon an examination of the books and records for_________________________________________________________, I certify that:

1. The actual assessed valuation (as defined in the J-51 Rules and Regulations) of the building and land was
$______________________ on ________________ and did not exceed the applicable limit per dwelling
unit at the time of commencement of construction. Attached is a copy of the tax assessments for the
Department of Finance for that period.

2(a). For the three years immediately preceding commencement of construction, ten (10) percent or more of
the dwelling units were sold and the average sales price per room for the dwelling units (or the stock
allocated to such dwelling units) was $_________________________. Attached is a list of the units sold,
their size, price, and date of transfer to a bona fide purchaser. The total number of J-51 rooms in these units
is _____________.

OR

2(b). For the three years immediately preceding commencement of construction, less than then ten (10)
percent of the dwelling units (or amount of stock allocated to less than ten percent of such dwelling units)
were transferred, and at the time construction commenced, the average assessed valuation per dwelling unit
was $_________________________ and did not exceed the applicable limit per dwelling unit.

I have read this certification and I (we) hereby affirm under the penalties provided by law that the
contents thereof are true to my (our) own knowledge.

Sworn to me this
____day of ________________, 20________   ______________________________
Affiant Signature

________________________________
Name

________________________________
Title

________________________________
Notary Public

Name of Entity
(if applicable)

FORM J-10B.2
Updated: Jan 2014
### ADDENDUM TO FORM J-10B
### PER UNIT SALES PRICE WORKSHEET

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<th>Borough</th>
<th>Block</th>
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<tr>
<th>UNIT NUMBER</th>
<th>DATE SOLD</th>
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<th>TOTAL SALES PRICE</th>
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**TOTAL UNITS** | **TOTAL ROOMS** | **TOTAL SALES PRICE**

**AVERAGE PRICE PER DWELLING UNIT**
AFFIDAVIT OF FIRST SALE FOR
COOPERATIVE OR CONDOMINIUM ELIGIBILITY FOR OFFICERS

STATE OF NEW YORK ) Docket #____________________
CITY OF NEW YORK ) SS (if available)
COUNTY OF_________________ ) Address ____________________
Borough ____________________
Block ___________ Lot ______

I, ____________________________________________________________, being duly sworn
depose and say:

I am an officer of the co-op board or condominium association of the above-referenced cooperative
or condominium.

This affidavit is submitted in support of the application for Tax Exemption and Tax Abatement
benefits pursuant to Section 11-243 (formerly J-51) of the Administrative Code of the City of New York.
Based upon an examination of the books and records for
_________________________________________________________, I certify that:

(address of the condominium or cooperative)

The date of the first closing or transfer of shares to a bona fide purchaser is ___________________.
Attached is a copy of the Attorney General’s letter accepting the amendment declaring the
effectiveness of the Offering Plan.

I have read this certification and I (we) hereby affirm under the penalties provided by
law that the contents thereof are true of my (our) own knowledge.


Sworn to me this

______day of ____________, 20______

Affiant Signature

Name

Title

______________________________
Notary Public

Name of Entity
(if applicable)
NOTICE OF INTENT TO FILE FOR J-51 TAX EXEMPTION AND TAX ABATMENT PURSUANT TO SECTION 11-243 OF THE ADMINISTRATIVE CODE

This Form J-11 must be completed by the applicant. It should then be filed and stamped as “received” by the HPD’s J-51 Program office not less than forty-five (45) days before the start of work; failure to do so will result in the assessment of a penalty equal to $500 plus one percent of the approved certified reasonable cost (CRC) in excess of $10,000. If there is a material change in the scope or cost of the alteration, the applicant must submit a revised form.

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>PREMISES</th>
</tr>
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<tbody>
<tr>
<td><strong>NAME</strong></td>
<td><strong>ADDRESS</strong></td>
</tr>
<tr>
<td><strong>TELEPHONE</strong></td>
<td><strong>BOROUGH</strong></td>
</tr>
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1. **CURRENT BUILDING STATUS:**
   - [ ] CLASS A—NUMBER OF UNITS ______
   - [ ] CLASS B—NUMBER OF UNITS ______
   - [ ] COMMERCIAL
   - [ ] MANUFACTURING

2. **BRIEFLY DESCRIBE THE PROPOSED NEW USE OF THE STRUCTURE INCLUDING THE NUMBER OF NEW UNITS AND RENTAL STATUS:**

3. **BRIEFLY DESCRIBE THE NATURE OF THE IMPROVEMENTS TO BE MADE:**

4. **ESTIMATED COST OF PROPOSED ALTERATION:**
   (Applicant should retain copies of work contracts, bills, cancelled checks.)

5. **ESTIMATED DATE OF START OF ALTERATION:** ________

STATE OF NEW YORK )
CITY OF NEW YORK ) SS
COUNTY OF _____________ )

I, __________________________, being duly sworn depose and say:

I am the __________________________ of the above-described property. I hereby affirm that the statements contained in the above application are true and accurate.

Sworn to me this _____ day of ________________, 20__________

Affiant Signature

Name

Title

Notary Public

Name of Entity

(if applicable)

This Notice of Intent Form must be filed with HPD J-51 Program office at:
Dept. of Housing Preservation & Development
100 Gold Street, 8th Floor
New York, NY 10038
212-863-5517