

COVID-19 Response: Loft Board Filings

SERVICE NOTICE SUMMARY

Initiating Loft Board Proceedings and Applications

Pursuant to the Governor's Executive Orders 202.8, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, and 202.67 all initiatory filings with the Loft Board were previously tolled until November 3, 2020.

Pursuant to Executive Order 202.72, this toll is no longer in effect as of **November 4, 2020**.

The Emergency Rule on Electronic Service and Filing Has Expired

On April 30, 2020, the Loft Board passed an emergency rule allowing for electronic service of documents with the consent of the opposing party, allowing for electronic filing of documents with the Loft Board, waiving requirements for original signature and temporarily suspending the requirement to schedule a narrative statement conference within thirty days of receipt of the narrative statement. That rule was in effect for 60 days pursuant to section 1043(i)(2) of the Charter and expired on June 29, 2020.

After June 29, 2020, the service and filing of documents with the Loft Board are governed by the preexisting Loft Board rules that were in effect prior to April 30, 2020.

Customers may mail or drop-off their documents in the designated drop-off box located in the lobby of 280 Broadway, New York, NY. Drop-offs are accepted Monday through Friday between 9:00am and 2:00pm.

For questions contact **(212) 393-2616** or nycloftboard@buildings.nyc.gov.