

SERVICE NOTICE

COVID-19 Response: Loft Board

In accordance with the Governor's Executive Order 202.8, 202.14, and 202.28, the deadlines for filing documents with the Loft Board, as required by the Loft Board's rules, are tolled until June 6, 2020.

Therefore, as part of the citywide response to the Coronavirus, Loft Board customers are being urged to wait until June 6th to file any documents that must be filed in person or by mail.

For parties who wish to proceed with filings during this time, the New York City Loft Board has 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. The entire text of the rule is posted on the Loft Board's website at <https://www1.nyc.gov/site/loftboard/index.page>. This rule is in effect April 30, 2020 and, pursuant to section 1043(i)(2) of the Charter, will remain in effect for not more than 60 days.

In accordance with the emergency rule, electronic filings should be submitted by email to nycloftboard@buildings.nyc.gov. Customers may also 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 on Thursdays from 9:00 am to 2:00 pm.

If a fee is required, mail in or attach a check or money order for the amount owed payable to NYC Loft Board. No credit card payments will be accepted. If you are mailing in a fee for an application that was electronically filed with the Loft Board, please write the address of the building, the name of the applicant, and the filing date of the application in the memo line.

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