

*A **Narrative Statement** must be prepared for all areas in the building in which work is to be performed including both residential and non-residential units and common areas.*

The description of the work to be performed should precisely and fully describe all work listed under the filed alteration application and plans. For example, stating “refer to plans” is unacceptable. Do not omit any work to be performed; attach additional sheets, if necessary. The Location of Work must specify whether the unit described is residential or non-residential and must specify the location of all common area work. The description of the work may be completed in a different format than called for on the attached “Description of Work.” However, it must contain all the required information.

This statement must be served on all occupants in accordance with section 2-01(d)(1) of Title 29 of the Rules of the City of New York (“29 RCNY”). Within five (5) days of service, the owner must file with the Loft Board the original statement with proof of service, two (2) copies of the filed alteration application, the Department of Building’s acknowledgment of filing, and two copies of the submitted plans.

Following service of the statement, the Board will schedule an informal conference to discuss the proposed legalization plan to try to resolve any differences the owner and tenants may have. If the parties are unable to resolve their differences at the conference, tenants will have an opportunity to file comments or an alternate plan stating why the tenants believe the Owner’s proposed legalization plans unreasonably interfere with the use of their units or diminish services.

In detailing the materials and equipment which will be used, the owner is advised to refer to the description given in the Board’s schedule of costs, found at 29 RCNY § 2-01(p), whenever possible. Rent increases for work performed will be determined in accordance with 29 RCNY § 2-01.