

Building Information

House No.(s) _____ Street Name _____

Borough _____ Block _____ Lot _____ IMD No. _____

Owner Information

Name(s) of Owner(s) _____

Address _____

Phone Number(s) _____

Email _____

Architect/Engineer _____ Alt. No. _____

Preparer's Certification *(must be signed by a registered architect or licensed engineer)*

I am a Registered Architect/Professional Engineer *(circle appropriate)*. I certify that this Narrative Statement is a complete and accurate statement of the work proposed in the filed alteration application and plans for the units and common areas described.

Name (printed)

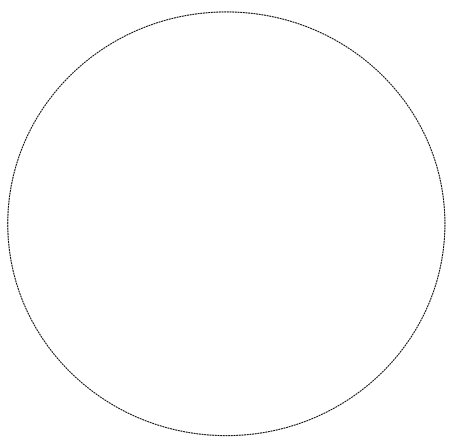
Relationship to Building

Mailing Address

License Number and Expiration Date

Signature

Date



Affix seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the NYC Loft Board.

NOTE: False statements may subject you to the penalties provided by law, including fines and/or imprisonment.

Description of Work					
LOCATION OF WORK <i>(Unit Designation or Common Area)</i>	WORK TO BE PERFORMED	TYPE & AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	NON-COMPLIANT CONDITIONS ADDRESSES <i>(Include Citation of Law)</i>	COMMENTS
LOCATION OF WORK <i>(Unit Designation or Common Area)</i>	WORK TO BE PERFORMED	TYPE & AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	NON-COMPLIANT CONDITIONS ADDRESSES <i>(Include Citation of Law)</i>	COMMENTS
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INSTRUCTIONS

The owner **must** complete this form and file it at the Department of Buildings (DOB) within five (5) days after filing the Narrative Statement and legalization plan with the Loft Board.

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OWNER'S VERIFICATION

I hereby verify, under the penalties provided by law, including fine and imprisonment, or both, that:

1. All occupants of the above address have been served with copies of the Narrative Statement and that the Loft Board has been served with the original Statement and attachments;
2. I will comply with all other requirements of 29 RCNY Section 2-01(d);
3. I will comply with the requirements for a tenant protection plan pursuant to NYC Administrative Code Section 28-104.8.4; **and**
4. I understand that prior to the issuance of a building permit, I must submit to the Borough Office a letter from the Loft Board certifying compliance with all requirements of 29 RCNY Section 2-01(d).

Name (print)

Title (Owner, Officer of Corporation, Lessee)

Signature

Date