

**PART A****Building Information**

House No.(s) \_\_\_\_\_ Street Name \_\_\_\_\_  
Borough \_\_\_\_\_ IMD No. \_\_\_\_\_  
Unit Sold (*number and location*) \_\_\_\_\_ Date of Sale \_\_\_\_\_

**Seller Information**

NAME(S) OF SELLERS: \_\_\_\_\_  
NEW ADDRESS: \_\_\_\_\_  
NEW PHONE NO.: (     ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Buyer Information**

BUYER NAME (*if not Owner, complete PART B*) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO.: (     ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Information Concerning Harassment**

Has the Loft Board ever made a finding that any owner, lessee, agent or other person in control of the IMD unit subject to the sale harassed any occupant(s) of the unit?     YES     NO

If **YES**, list the number of the Loft Board Order containing the harassment finding \_\_\_\_\_

Has the Loft Board issued an order terminating the harassment finding?     YES     NO

If **YES**, list the number of the Loft Board Order terminating the harassment finding \_\_\_\_\_

**If Owner is Converting Unit to Non-Residential Use**

Name(s) of **new tenant** (*if known*) \_\_\_\_\_  
New Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**NOTE:** Attach a copy of **new or proposed lease**, if any, for the unit being sold.

**PART A** (continued)

**Buyer's Statements and Signatures**

I swear or affirm that all of the information provided in the foregoing **Sales Record Form** is true.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature (circle one) Owner or Authorized Representative

**If owner is not a natural person, the signer must state his/her relationship to the owner. If signer is not the owner, state relationship to owner and/or premises and complete PART B.**

**Notary's Statement and Signature**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Seller's Statements and Signatures**

I certify that I have read the foregoing Sales Record Form and additional documents proving the sale and that to the best of my knowledge and belief they accurately reflect the sale which occurred.

\_\_\_\_\_  
Name of Occupant (print)

\_\_\_\_\_  
Signature of Occupant Who Sold Rights

**PART B: Owner's Authorization**

Complete this section when a person or entity other than the owner purchases the rights to a unit.

**Owner's Statements and Signatures**

\_\_\_\_\_, the owner of the premises located at  
(Name of Owner)

\_\_\_\_\_, New York,

hereby declare(s) that \_\_\_\_\_ is authorized to purchase the rights  
(name of person or entity to whom authorization given)

to unit \_\_\_\_\_. I give this authorization with full knowledge of the obligations imposed upon me as owner of the premises by Article 7-C of the MDL.

\_\_\_\_\_ is the:  
(name of person or entity to whom authorization given)

- Lessee
- Agent
- Other: \_\_\_\_\_  
(specify title of entity to whom authorization was given)

of the premises.

I hereby swear or affirm that the statements on this form are true.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature of Owner

**If owner is not a natural person, the signer must state his/her relationship to the owner.**

**Notary's Statement and Signature**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**PART C: Declaration of Intent**

Complete this section when t a unit is being converted to non-residential use.

\_\_\_\_\_, the owner or authorized representative of the owner  
(Name of entity or individual submitting form)

of the premises located at \_\_\_\_\_, \_\_\_\_\_

New York hereby declare(s) owner or authorized representative has purchased the rights to unit \_\_\_\_\_  
and that the unit is being used for non-residential purposes.

The non-residential use of the unit will conform to the applicable provisions of the Zoning Resolution and Administrative Code, and any existing certificate of occupancy or other source of legal authorization for the use of the unit. The owner or authorized representative of the owner may not reconvert the unit to residential use without first complying with all applicable provisions of the Zoning Resolution and Administrative Code and Multiple Dwelling Law.

There  is /  is not a Certificate of Occupancy for the premises. (if there is a Certificate of Occupancy, a copy **must** be attached)

**Owner/Authorized Representative Statements and Signatures**

I swear or affirm that the statements on this form are true.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature (person submitting form)

**If owner is not a natural person, use the line below to state relationship of the signer to the owner. If signer is not the owner, use the line below to state the relationship of the signer to owner and/or the premises.**

\_\_\_\_\_

**Notary's Statement and Signature**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**PART D: Inspection Request Form****Building Information**

House No.(s) \_\_\_\_\_ Street Name \_\_\_\_\_

Borough \_\_\_\_\_ IMD No. \_\_\_\_\_

Unit Sold (*number and location*) \_\_\_\_\_

To expedite the inspection of a unit which is to be used for non-residential purposes, you may provide three dates and times, for the Loft Board to conduct an inspection of the unit pursuant to Title 29 of the Rules of the City of New York (RCNY) §2-10(d)(i)(ii) or (d)(2). Specify dates and times during business hours and commencing at least one week after the Loft Board receives this form. Also, indicate who should be contacted to provide access or alternate arrangements, if needed.

**Contact Information**

CONTACT NAME: \_\_\_\_\_

PHONE NO.: ( ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Proposed Dates and Times for Inspection**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_