



## OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS Help Center

### **HOW TO OBTAIN A “CURE” FOR YOUR DEPARTMENT OF BUILDINGS (“DOB”) VIOLATION(S)**

A “cure” is when the individual or business named on a summons admits to the violation charged on the summons, but is assigned a \$0.00 penalty. In order to obtain a cure, the individual or business listed on the summons must fix the condition and get DOB to certify the correction within 40 days of the issuance of the summons. **Importantly, a cure is only available if it is OFFERED by the DOB.**

#### **First, does your summons say “CURE DATE” and list a date?**

- If your summons **DOES** list a “Cure” date then you are likely eligible to receive a “CURE”.
- If your summons **DOES NOT** include a “CURE” date, or if it says “N/A,” then a “CURE” is **NOT available!** If you are unsure, please speak with an OATH Help Center representative about this.

If a “CURE” is possible, you must 1) **Fix the problem** that led to the violation, 2) **Submit the required Certificate of Correction forms to DOB** (forms AEU2, AEU3321and/or AEU20), and 3) **Have DOB approve the correction ON OR BEFORE THE “CURE DATE” to get a “CURE.”**

If you do this, you will NOT have to come to OATH for a hearing, and you will get a **\$0.00 penalty!**

Step 1: Get a **Certificate of Correction packet from an OATH Help Center representative or visit <https://www1.nyc.gov/site/buildings/safety/resolving-ecb-violations.page> to obtain the necessary forms** (AEU2, AEU3321and/or AEU20).

Step 2: Fill out any included “AFFIDAVIT” page. Include a notarized statement about HOW the problem(s) was fixed, WHEN the problem(s) was fixed, and WHO fixed it. Include any proof that you have.

- Use any “Instructions” included with your forms as a guide.

Step 3: Have the person who fixed the problem(s) fill out and notarize the “STATEMENT IN SUPPORT OF CERTIFICATE OF CORRECTION” page.

- Use any “Instructions” included with your forms as a guide.

Step 4: Create or use an eFiling account to log into DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow) and select the BIS online portal. If you need to create an eFiling account, visit [www.nyc.gov/DOBNOWtips](http://www.nyc.gov/DOBNOWtips). From the DOB NOW BIS online portal enter the required fields including the Summons number and upload any necessary forms, and any other required documents. Submit your materials for review by the DOB’s Administrative Enforcement Unit.

**PLEASE NOTE:** Your Certificate of Correction is **NOT COMPLETE** until it is **APPROVED** by the DOB.

\*\*\* If you get additional DOB summonses in the future, even though you have “cured” this violation, you may be \*\*\* treated as a **repeat offender and be subject to higher penalties.**

**For Further Assistance, Please Contact The OATH Help Center In Person At Any OATH Location, Monday To Friday, From 8am-5pm, Via Telephone At (212) 436-0845, Or Via Email At [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov)**

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