



LOFT BOARD ACCESS APPLICATION

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Chairman

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FOR OFFICE USE ONLY

DOCKET #: _____

Notice to Applicants

The owner must serve the occupants of those units where it is claimed access was not provided with a copy of this application and must file five (5) copies with the Loft Board. Service shall be affected either by personal service or certified or registered mail, return receipt requested, with an additional copy sent by regular mail. See, Title 29 of the Rules of the City of New York ("29 RCNY") § 2-01(g)(4)(i). If the application is served by mail, proof of service is required when the application is filed with the Loft Board.

The basis for the application should include all relevant facts. The applicant should describe when and how access was requested, when access was not provided and what work was to be performed. Access must be requested in accordance with 29 RCNY § 2-01(g). Failure to comply with the notice provisions for access may require dismissal of the application and may be the basis for imposing a civil penalty against the owner pursuant to 29 RCNY § 2-11.1.

Notice to Occupants

The occupant shall file with the Loft Board five (5) copies of a written answer in response to the application within fifteen (15) calendar days of when service of the application is deemed complete. Service of the application is deemed complete on the day of personal delivery or within five (5) days of mailing. Even if an occupant fails to file an answer to this application, the Loft Board may issue an order directing that access be provided. Failure of an occupant to comply with a Loft Board Order directing access shall be grounds for eviction. See, 29 RCNY § 2-01(g)(4)(v).

A finding by the Loft Board that an occupant unreasonably withheld access may be the basis for a civil penalty in accordance with 29 RCNY § 2-11.1 for each unreasonable denial of access to the unit.

BUILDING INFORMATION

BUILDING #.	STREET NAME	BOROUGH	IMD #:

APPLICANT INFORMATION

NAME: _____
MAILING ADDRESS: _____
CITY, STATE: _____
ZIP CODE: _____
DAYTIME PHONE: () _____
BUSINESS PHONE: () _____ FAX NUMBER: _____
RELATIONSHIP TO BUILDING: _____

UNITS WHERE ACCESS IS NEEDED

Name of Occupant	Building Address including Unit Designation

BASIS FOR THE APPLICATION:

I certify that all statements made herein are true and correct except for those statements which I have stated to be based on information and belief, and as to those matters, I believe them to be true and correct.

Print Name of Signatory

Signature (Owner, Officer of Corporation, Lessee...
Indicate Title)

Date

CERTIFICATION TO THE LOFT BOARD

Complete this certification after service of the access application on occupants is completed.

I, _____,
Owner

certify under penalty of law, including fines or imprisonment or both, that I have served this access application on

_____ at
Name of person(s) or firm served

_____, by
Address where service was completed with Unit Number

CIRCLE ONE:

personal delivery or

certified or registered mail, return receipt requested AND one copy sent by regular mail on

Date of service

which is within (5) five days prior to this filing with the New York City Loft Board.

Print name of Signatory

Signature

Date

INSTRUCTIONS: Please fill out the certification completely. Please fill in all blanks and circle the method of service. Failure to complete this form correctly will result in administrative dismissal of the application.