



**Report and Certification To Alter or Demolish Rent Controlled Occupied Housing Accommodations**

**Mailing Address of Tenant:**

Name: \_\_\_\_\_  
 Number and  
 Street: \_\_\_\_\_ Apt. No.: \_\_\_\_\_  
 city,  
 State, Zip: \_\_\_\_\_

**Mailing Address of Owner:**

Name: \_\_\_\_\_  
 Number and  
 Street: \_\_\_\_\_  
 City,  
 State, Zip: \_\_\_\_\_

- Address of Property to be demolished or altered: \_\_\_\_\_
  - Multiple Dwelling Registration No(s). as registered with the Division of Housing and Community Renewal (DHCR): \_\_\_\_\_
  - Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_
  - \_\_\_\_\_  
 (Firm Name) (Business Address) (Telephone)
- Managing Agent as registered with DHCR.

**Filing Instructions:**

This form is required to be filed **ONLY** if the subject building contains one or more occupied rent controlled apartments. This form is not required to be filed if the subject building contains only occupied rent stabilized apartments. Complete original, two copies and one copy for each tenant in occupancy listed under Part B of this form. Serve only on each such tenant listed under Part B who might be affected by the proposed work. File original and one copy with the Director, Enforcement Unit at the address indicated above.

**Part A -- Report**

- State status of applicant (check one):  
 Fee Owner       Contract Vendor       Contract Vendee       Lessee  
 Other (explain) \_\_\_\_\_
- The name(s) and address(es) of the fee owner(s). (If separate firms or individuals, list separately and specify interest.)  
 \_\_\_\_\_
- If the owner is not a naturalized citizen, identify and give names and addresses of officers, directors, trustees, shareholders of non-public corporations, principals, partners, etc. as applicable:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Give the date when the owner(s) acquired the subject building: \_\_\_\_\_

9. Name and address of Seller:

	Occupied	Vacant	Total
Commercial			
Residential			
Controlled			
Stabilized			
Decontrolled & Non-Controlled			

- Has applicant or predecessor in interest applied to the Office of Rent Administration or any predecessor agency for Certificates of Eviction against housing accommodations contained in the building indicated in item 1?  **Yes;**  **No.**  
**If "Yes,"** set forth docket numbers: \_\_\_\_\_ . If applicant intends to apply, give the date the application is expected to be filed: \_\_\_\_\_ .
- Is any proceeding, application, petition or other request, initiated by the applicant, affecting the site pending before any government agency?  **Yes;**  **No.** **If "Yes,"** attach copy of petition, application or other appropriate documentation and indicate agency.

12. Intended Use of Site:

- |   |   |
|---|---|
| <input type="checkbox"/> Residential; partial demolition of existing building.  | <input type="checkbox"/> Non-Residential: charitable or non-profit use. |
| <input type="checkbox"/> Residential; complete demolition of existing building. | <input type="checkbox"/> Combined residential and non-residential use.  |
| <input type="checkbox"/> Non-residential; commercial use.                       | <input type="checkbox"/> Residential: Alteration of existing building   |

**Describe:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. If the applicant has not applied to the Office of Rent Administration for Certificates of Eviction, explain why the applicant is prevented from or is unable to or has not applied for such certificates.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. State the scheduled date the owner, subject to the approval by the New York City Department of Buildings or other Municipal Agency will commence alteration in or demolition of the subject Building. \_\_\_\_\_ 20 \_\_\_\_\_.

15. Give the estimated cost of intended:

- (a) alteration; (or) \$ \_\_\_\_\_
- (b) demolition; (and) \$ \_\_\_\_\_
- (c) construction; (and) \$ \_\_\_\_\_
- (d) miscellaneous \$ \_\_\_\_\_

**Part B -- List Of Accommodations**

The following is a list of every housing accommodation at the building scheduled to be altered, demolished or whose services or use will or may be interrupted, or diminished by the proposed work; where the accommodation is unoccupied, "Vacant" is to be endorsed in the column headed "Status"; the classification as to "Status" follows analysis at item 9.

Apt. No.	Tenant	Status

(Attach separate sheet for additional accommodations)

**Part C -- Notice**

To: Tenants in Occupancy:

**Please Take Notice** that your owner/landlord is required by law to serve notice upon you and to certify to the Office of Rent Administration his or her intentions to alter or demolish the subject building prior to filing plans with the New York City Department of Buildings or other Municipal Agency. **This is not a Notice of Eviction.** On the contrary, this notice is intended to alert you to your right to continue to occupy your controlled housing accommodation even after your owner has obtained approval of his/her plans and a work permit from the New York City Department of Buildings or other Municipal Agency. You may not be summarily evicted but your landlord is required by law to apply for Certificates of Eviction pursuant to the Regulations and you have a right to be offered suitable relocation and appropriate stipends if he/she is found to qualify for certificates of eviction.

While you are free to negotiate an agreement with your owner for the **voluntary** surrender of your accommodation, any attempt to terminate your tenancy in a manner not prescribed by the Regulations may constitute a form of harassment and can be reported on DHCR form RA-60H to



