



SRO INTAKE FORM

Instructions: All applicants must complete Section A below. Follow instructions carefully to determine whether you must complete Section B or Section C. All applicants must sign and date bottom of page 2 (reverse).

Address _____

Block # _____ Lot # _____

SECTION A

Local Law 19 of 1983 requires applicants for Demolition, Alteration and certain Building Notice permits for single room occupancy multiple dwellings to obtain a Certificate of No Harassment prior to the issuance of a Department of Buildings permit.

For the purpose of this law – “ Single room occupancy multiple dwelling” means either a Class- A Multiple Dwelling used in whole or in part as a rooming house or for single room occupancy pursuant to section two hundred forty-eight of the Multiple Dwelling Law or containing rooming units, as such term is defined in Section 27-2004.a.15 of the Housing Maintenance Code, or Building Code 28-107.2, or a Class- B Multiple Dwelling.

Is this application for a SRO? Yes No

IF THE ANSWER TO THIS QUESTION IS “YES”, YOU MUST COMPLETE SECTION B BELOW

SECTION B

- Are the SRO units in this building for:

A college or school dormitory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A club house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Institutional use (e.g., housing for employees of a single company)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Is this building a luxury hotel as defined by the Commissioner of Department of Housing Preservation and Development; i.e., was the rate per individual dwelling unit charged on May 5, 1983, greater than \$75 per day or \$400 per week?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SECTION B continued

3. Is this building being altered or rehabilitated under any of the following exempt programs?

Yes **No**

- SRO Loan Program
- Section 8 Moderate Rehabilitation Demonstration Project
- New York State Special Needs Housing Program
- New York State Housing Assistance for the Homeless Fund

(If you answered “yes” to this question 3, please submit a letter of verification from the Department of Housing Preservation and Development.)

4. Answer only if this building constitute fewer than nine SRO Units. Do the SRO units in this building constitute fifty percent or less of the total number of dwelling units in this building?

Yes **No**

5. Is this building owned by the City of New York?

Yes **No**

If the answer to any of the questions in section B is “NO” you must complete section C below

SECTION C

1. Does the applied for work entail alteration to a Class-A Multiple Dwelling to be used in whole or on part for non-SRO use?

Yes **No**

2. Does the scope of the applied for work include the addition or removal of kitchen or bathroom facilities?

Yes **No**

3. Is this a demolition permit application for a demolition that was not ordered by the Department of Housing Preservation and Development?

Yes **No**

IF THE ANSWER TO ANY OF THE QUESTIONS IN SECTIONS C IS “YES” YOU MUST OBTAIN A CERTIFICATE OF NO HARASSMENT PRIOR TO OBTAINING A DEPARTMENT OF BUILDINGS PERMIT. CERTIFICATES MUST BE OBTAINED FROM THE DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT, 100 GOLD STREET NEW YORK.

Applicant’s Name: _____

Applicant’s Signature: _____

Date: _____