



**Thomas Fariello, RA**  
Acting Chairperson

**Lanny Alexander**  
Executive Director

**280 Broadway, 3<sup>rd</sup> Floor**  
**New York, New York 10007**  
**nyc.gov/loftboard**

(212) 393-2604 • Fax: (646) 500-6169

**NARRATIVE STATEMENT**  
29 RCNY Section 2-01(d)

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**1. RESPONDENT INFORMATION**

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Mailing Address

Address of IMD	IMD #
Zip Code	Block #
Telephone Number(s) #	Lot #
Architect/Engineer	ALT #

**INSTRUCTIONS**

This Statement must be prepared for all units, both residential and non-residential, in the building, as well as common areas in which work is to be performed.

The description of the work to be performed should precisely and fully describe all work listed under the filed alteration application and plans. Do not omit any work to be performed; attach additional sheets, if necessary. The Location of Work must specify whether the unit described is residential or non-residential and must specify the location of all common area work. The description may be completed in a different format than called for on the attached “Description of Work”, however, it must contain all the information provided therein.

This statement must be served on all occupants in accordance with 29 RCNY Section 2-01(d)(1). Within 5 days of service the owner must file with the Loft Board the original statement with proof of service, 2 copies of the filed alteration application along with the Department of Building’s acknowledgment of filing, and two copies of the submitted plans.

Following service of the statement, the Board will schedule a conference for informational and conciliatory purposes. If the parties are unable to resolve their differences at the conference, they will have an opportunity to file an alternate plan or a diminution of services application. Occupants who feel that the work proposed in this statement, the alteration application or plans interfere with the current use of their unit will have an opportunity to file an alternate plan with the Department of Buildings objecting to this work and proposing an alternative. Occupants who feel that the proposed work will diminish services to which they are legally entitled will have an opportunity to file with the Loft Board an application in support of such claim.

In detailing the materials and equipment which will be used, the owner is advised to refer to the description given in the Board's schedule of costs, whenever possible. Rent increases for work performed will be determined in accordance with 29 RCNY Section 2-01.2(C).

**CERTIFICATION**

I certify, under penalties provided by law, including fines or imprisonment, or both, that the attached is a complete and accurate statement of the work proposed in the filed alteration application and plans for the units and common areas described.

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature (Owner, Officer of Corporation, Lessee, Indicate Title)      \_\_\_\_\_  
Date

**DESCRIPTION OF WORK**

LOCATION OF WORK (Unit Designation or Common Area)	PLANNED WORK TO BE PERFORMED	TYPE AND AMOUNT OF MATERIAL/EQUIPMENT	ESTIMATED TIME SCHEDULE	NON-COMPLIANT CONDITIONS ADDRESSES (Include Citation of Law)	COMMENTS

## CERTIFICATION TO THE LOFT BOARD OF SERVICE OF NARRATIVE STATEMENT

(Complete after serving Narrative Statement on occupants and serve on Loft Board only)

I, \_\_\_\_\_ certify under penalties provided by law, including fines  
 Owner  
 or imprisonment, or both, that I served this Narrative Statement on all occupants of the premises, within 5 days prior to this filing and certify that I am submitting to the Loft Board together with proof of service, the original Narrative Statement, 2 copies of the filed Alteration Application along with the Department of Buildings' acknowledgement of filing two (2) copies of the submitted plans.

Service on the parties has been accomplished as follows:

NAME OF OCCUPANT	ADDRESS WHERE SERVICE WAS ACCOMPLISHED	METHOD OF SERVICE (Indicate method used)	
		PERSONAL DELIVERY	CERTIFIED/REGISTERED AND REGULAR MAIL

\_\_\_\_\_  
 Print Name of Signatory

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

\_\_\_\_\_  
 Date

**OWNER'S CERTIFICATION OF COMPLIANCE WITH OCCUPANT  
NOTICE PROVISIONS OF CODE COMPLIANCE REGULATIONS  
(SECTION 2-01(d)(2)(ii))**

Owner's Mailing Address

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

Premises: \_\_\_\_\_

IMD# \_\_\_\_\_

Alt# \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS**

**The owner must complete this form and file it at the appropriate Borough Office of the Department of Buildings (D.O.B.) within five (5) days after filing with the Loft Board of**

- the original of the Narrative Statement with proof of service;
- two (2) copies of the Alteration Application containing D.O.B.'s acknowledgement of filing ;  
and
- two (2) copies of the submitted plans.

**OWNER'S CERTIFICATION**

I hereby certify, under the penalties provided by law, including fine and imprisonment, or both, that:

1. All occupants of the above address have been served with copies of the Narrative Statement and that the Loft Board has been served with the original Statement and attachments;
2. I will comply with all other requirements of 29 RCNY Section 2-01(d);
3. I will comply with the requirements for a tenant protection plan pursuant to NYC Administrative Code § 28-104.8.4; and
4. I understand that prior to the issuance of a building permit, I must submit to the Borough Office a letter from the Loft Board certifying compliance with all requirements of 29 RCNY Section 2-01(d).

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature (Owner, Officer of  
Corporation, Lessee, Indicate Title)

\_\_\_\_\_  
Date