

David Shurin

Consulting Associates, Inc.

2917 Avenue M
Brooklyn, NY 11210

Tel: 718-252-6617

Fax: 718-252-6622

Premises: _____ MDR #: _____

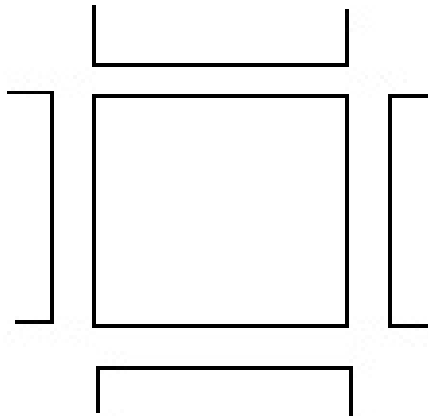
Block: _____ Lot: _____ Zip: _____

Do you want a J51 tax abatement? ___ MCI rent increase? ___ Both J51 and MCI? ___ (Check one)

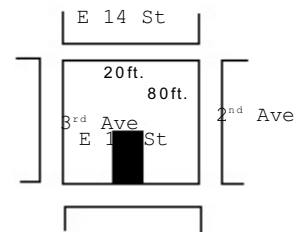
Draw diagram of bldg.
Include cross streets

**ON ALL FOUR
SIDES**

& dimensions of lot.
(or provide copy of deed)



Indicate if the bldg
is in the middle of
the block or a corner,
by **drawing a box**
in the diagram. (EXAMPLE:)



Actual

Person with whom we will be corresponding:
legal owner if different than (A)

(A) Name: _____
 Address: _____
 City: _____
 Telephone: _____
 Fax: _____
 Cell: _____

(B) Co. Name: _____
 Address: _____
 City: _____
 Telephone: _____
 Fax: _____
 Owner's Name: _____

1. Is there a previous J-51 Tax Abatement? Yes ___ No ___ If yes, what is the docket number? _____
2. Check years that you registered your apartments: 2000 ___ 2001 ___ 2002 ___ 2003 ___ 2004 ___ 2005 ___ 2006 ___
(Processing of your MCI will not begin without an answer to question #2)
3. Is this building a co-op / condo (circle one)? Yes ___ No ___ If yes, as of what date? _____
 Was the reserve fund used for improvements in this application? Yes ___ No ___
4. Square footage of any **commercial** space: _____
 Square footage of any **professional** space: _____

Be sure to list the commercial and professional information on the rent roll.

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DOCUMENTS TO BE SENT

1. Rent roll (blank enclosed). Please follow all instructions on memo attached to rent roll.
2. Sign enclosed **FOUR (4)** affidavits and return to us. Be sure to complete **list of owners** on page 2 of non-harassment,
3. Send us a copy of the annual Registration Summary for building (1 page).
Be sure notary stamp appears on the form.
4. Complete the form with start and completion dates of installations. **IF YOUR IMPROVEMENT IS APPROACHING THE “TWO YEAR FROM COMPLETION” MARK LET US KNOW BY INCLUDING A BIG NOTE IN YOUR PACKAGE. THIS WILL NOTIFY US THAT WE MUST GIVE YOUR PACKAGE PRIORITY HANDLING FOR YOUR MCI APPLICATION.**
5. For each item of the work done, the following is needed:
 - a. Copy of original contract and/or bill **Contract/invoice must be signed both by contractor and owner and be dated before the start of the work.**
The DHCR rejects unsigned contracts/invoices.
 - b. Copies of cancelled checks - **both sides**
6. We need the following fees:
 - a. A check of \$500 made out to: **NYC Commissioner of Finance**. If possible, please leave it undated.
 - b. A check of \$500 per building made out to **David Shurin** as a retainer to begin processing the J-51 application.
 - c. A check of \$250 per building made out to **David Shurin** as a retainer to begin processing rent increase application. (or one check of \$750 if you are doing both.)
7. How many elevators are in the building? _____
8. Was any of the work done with Weatherization or any other such organization? If so, which one? _____

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J-51 AUTHORIZATION

Re: _____

1. _____, herein after referred to as the owner,
PRINT COMPANY NAME HERE

by _____ hereby authorizes David Shurin
PRINT NAME OF PERSON SIGNING THIS AUTHORIZATION HERE

Consulting Associates, Inc., herein after referred to as the Consultant, to file for J-51 tax abatement with the NYC Department of Housing Preservation and Development (HPD).

- 2. In order to have the abatement granted the owner is responsible for the following:
 - A) Pay all New York City filing fees.
 - B) Clear Housing and Building violations as required by HPD and/or the Building Department.
 - C) Pay any unpaid real estate taxes or any other charges required by HPD or N.Y.C. Real Property Assessment.

If the owner does not comply with the above requirements, and as a result a Certificate of Eligibility is not issued, any and all retainers to the consultant are non-refundable.

- 3. As full and complete compensation for securing the J-51 Certificate of Eligibility the owner shall pay the consultant a fee equal to one-third (1/3) of the first year's tax abatement benefits on the above noted premises or a minimum of \$1,000.00.

The fees shall be payable as follows:

- A) \$500.00 upon signing the authorization.
- B) Balance upon approval of Certificate of Eligibility by HPD. In the event that a Certificate of Eligibility is not granted for the above property and is denied on its merits, the retainer will be refunded.

- 4. If the owner cannot supply the consultant with the necessary information or documentation within one year of the date this authorization is signed, the consultant will drop the application and the owner will forfeit his retainer.
- 5. The owner hereby agrees to be responsible for the consultant's fee even if the building is sold and the abatement is approved subsequent to the sale of the property, unless the new owner agrees to pay the consultant's fee. This agreement can only be in the form of signing the consultant's authorization.
- 6. According to a law passed June, 1988, buildings that receive J-51 benefits will have their MCI increases reduced by half of the J-51 benefits for work begun after June, 1988.
- 7. **As per DHCR fact sheet #36, all apartments in buildings that are receiving J51 benefits are considered rent stabilized even if they had been high-rent Decontrolled apartments prior to applying for a J51 tax abatement.**

DATE SIGN YOUR NAME PRINT YOUR NAME

David Shurin Consulting Associates, Inc.

_____ check here if you want a
rent increase application
to be filed, also.

**PLEASE BE SURE THE FOLLOWING
IS IN YOUR RENT ROLL**

The numbers below correspond to the column number on rent roll.

column 1: Apartment number

column 2: Number of rooms in each apartment

column 3: If windows are part of your application, include the number of windows in each apartment

column 4: (a) Last name of tenant

(b) If there is a supt, list his apt and how many rooms he has

(c) If apartment is co-op, just write "CO-OP" w/o name

(d) Professional apartments

1: Name of tenant (Dr...)

2: Square footage of apt (list on separate paper)

(e) Commercial space

1: Name of tenant

2: Square footage of area (list on separate paper)

column following 4: List status of apartment as indicated at top of column

THE DHCR'S DEFINITION OF A ROOM SIZE

IS AS FOLLOWS:

1. A windowless kitchen at least 59 sq ft OR a kitchen of any size with a window.
2. An enclosed area at least 60 square feet **with** a window
3. An enclosed area at least 80 square feet **without** a window
4. Bathrooms, half rooms, and walk-in closets are excluded