



8227321

117723

8227321

PROPERTY REG ID#

FORM SEQ NO

PROPERTY REGISTRATION FORM - CY

House No	Street Name	Boro	Reg Due Date	Amount Due
336	EAST 56 STREET	MN	8/1/2014	13.00

BLOCK# 01348

LOT# 0035

Review all the information printed in the shaded area of all sections. If any information in a shaded area no longer applies, draw a line through the old information. Type or print new information in block letters and numbers. Use black or blue only. Make all corrections below shaded area.

1. This pre-printed form assumes that you are the same owner as was previously registered.

2. HPD has the form of ownership on file as **Partnership/LLC**. If you wish to change the ownership to an individual ownership or joint ownership, you need to submit a new property registration - DO NOT USE THIS FORM. See the lower section of the cover page for more information about obtaining a new form. If you wish to change to one of the below listed ownership types, Put a check or X in front of the new type.

☐ Corporation ☐ Partnership/LLC ☐ Condo ☐ Co-op ☐ Other(specify) :

5. OTHER THAN INDIVIDUAL OWNERSHIP

5A. Corporation/Partnership/LLC/Other Name

CHARLES HENRY PROPERTIES, LLC

Tax ID. Number

46-1556945

County Where Cert. of Doing Business Filed

NEW YORK

Are One or More Partners a

Corporation ?

NO

☐ YES

☐ NO

Bldg.No. (BUSINESS)

254

Street Name

FIFTH AVENUE

Suite/Rm

3RD FL

City

NEW YORK

State

NY

Zip Code

10001

Telephone/Ext.:

(212) 683-9300

5A1. RESPONSIBLE PERSON #1

CLAUDE

M.I.

Last

SIMON

Title

PRESIDENT

Currently in Active Military Service?

NO

☐ YES

☐ NO

Bldg. No. (BUSINESS)

534

Street Name

- W. 42nd St.

Suite/Rm

#8

City

NEW YORK

State

NY

Zip Code

10036

Telephone/Ext.:

(212) 683-9300

House.No.(RESIDENCE)

71

Street Name

TONJES ROAD

Apt

City

CALICOON

State

NY

Zip Code

12723

Telephone:

(845) 796-9140

5A2. RESPONSIBLE PERSON #2

M.I.

Last

Title

Currently in Active Military Service?

☐ YES

☐ NO

Bldg. No. (BUSINESS)

Street Name

Suite/Rm

City

State

Zip Code

Telephone/Ext.:

House.No.(RESIDENCE)

Street Name

Apt

City

State

Zip Code

Telephone:

5B. PROVIDE INFORMATION IN 5B1 THROUGH 5B3 FOR ANY PERSON WHOSE SHARE OF OWNERSHIP EXCEEDS 25% (IF A CORPORATION) OR FOR THE GENERAL PARTNER FOR EACH LIMITED PARTNER WHOSE SHARE OF OWNERSHIP OF THE PARTNERSHIP/LLC EXCEEDS 25% (IF A PARTNERSHIP/LLC)

5B1. First Name

CLAUDE

M.I.

LAST

SIMON

Bldg. No. (BUSINESS)

534

Street Name

W. 42nd St.

Suite/Rm

#8

City

NEW YORK

State

NY

Zip Code

10036

Telephone/Ext.:

(212) 683-9300

House.No.(RESIDENCE)

71

Street Name

TONJES ROAD

Apt

City

CALICOON

State

NY

Zip Code

12723

Telephone:

(845) 796-9140

5B2. First Name

M.I.

LAST

Bldg. No. (BUSINESS)

Street Name

Suite/Rm

City

State

Zip Code

Telephone/Ext.:

House.No.(RESIDENCE)

Street Name

Apt

City

State

Zip Code

Telephone:

5B3. First Name

M.I.

LAST

Bldg. No. (BUSINESS)

Street Name

Suite/Rm

City

State

Zip Code

Telephone/Ext.:

House.No.(RESIDENCE)

Street Name

Apt

City

State

Zip Code

Telephone:

6. MANAGING AGENT INFORMATION

Designated by the Owner to oversee the operation of the property.

Company Name (If applicable)

Tax ID. Number

First Name

M.I.

LAST

Currently in Active

NO

**7. SITE MANAGEMENT INFORMATION**

Enter the name and telephone number of a nearby Responsible Individual (e.g., superintendent, building manager) who can also be contacted in the event of an emergency.

Site Manager's Name : First

ROBERTO

M.I.

LAST

MOLEROS

Telephone/Ext.:

(914) 715-2310

**8. IS THE ENTIRE PROPERTY LEASED TO ONE INDIVIDUAL OR A CORPORATION OR PARTNERSHIP/LLC ?**

Refers to a single lease for the entire property and does not refer to the rental of individual

ON FILE :

NO

Check (One) :

☐

YES

(Go to 9)

☐

NO

(Go to 10)

**9. LESSEE INFORMATION**

Enter information about the Corporation/Partnership/LLC (if appropriate) and/or the Individual leasing the entire Property.

Corporation/Partnership/LLC/Other Name

First Name

M.I.

LAST

Bldg. No. (BUSINESS)

Street Name

Suite/Rm

City

State

Zip Code

Telephone/Ext.:

**10. CONFIDENTIAL 24-HOUR PHONE NUMBER(S)**

Enter the names and confidential 24-hour telephone numbers (in the NYC metropolitan area) of the Owner and/or one or more Responsible Persons who can be contacted in the event of an emergency regarding this property.

Telephone/Ext.:

(347) 409-0131

First

WEI

Last

CHANG

Telephone/Ext.:

(845) 796-9140

First

CLAUDE

Last

SIMON

E-mail :

WEI@CHARLESHENRYPROPERTIES.COM

E-mail :

CSIMON@FAIRLANE.BIZ

This Property Registration form must be SIGNED and DATED by BOTH the MANAGING AGENT indicated in Section 6 and the PROPERTY OWNER indicated in Section 3 or 5. Photocopied signatures are not valid.

**11. MANAGING AGENT SIGNATURE**

Date

7/18/14

I CONSENT TO THE DESIGNATION AS MANAGING AGENT OF THE ABOVE PROPERTY. I AM AT LEAST 21 YEARS OLD.

**12. OWNER SIGNATURE**

Date

7-18-14

I AM A PERSON WITH DIRECT OR INDIRECT CONTROL OVER THIS PROPERTY. I AM SIGNING IN MY CAPACITY AS:

☐ Individual Owner ☐ Joint Owner ☒ Officer ☐ General Partner ☐ Limited Partner ☐ Receiver ☐ Executor ☐ Trustee ☐ Other (specify) \_\_\_\_\_

If you have the Owner's Power of Attorney and are signing for the Owner, a copy of the notarized Power of Attorney must accompany the Registration form.

**I CERTIFY THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.**

**False Statements Are Punishable Under Section 27-2096 of the NYC Housing Maintenance Code.**

RETURN THIS FORM TO: HPD, PO, BOX 3888, CHURCH STREET STATION, NEW YORK, NY 10008-3888

TELEPHONE (212)863-7000 FOR ASSISTANCE IN COMPLETING THIS FORM, MONDAY THROUGH FRIDAY BETWEEN 9:00 A.M. AND 4:30 P.M.

Office Use Only- Do Not Write Below This Line.

Agent	Owner

6/23/2014

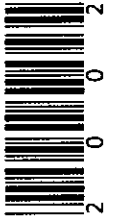
SEQ NO: 8227321  
IMPORTANT PROPERTY  
REGISTRATION INFORMATION



CLAUDE SIMON  
CHARLES HENRY PROPERTIES, LLC  
254 Fifth Avenue  
534 W 42nd St Apt 8  
New York NY 10036-6221

7/3862

RE : 336 EAST 56 STREET  
MANHATTAN NY  
REG. ID # 117723  
BLOCK # 01348 LOT # 0035



## PROPERTY REGISTRATION ANNUAL FORM

CY

Annual Property Registration is required by the New York City Housing Maintenance Code (HMC) for all residential properties with the exception of one- or two-family homes occupied by the Owner or the Owner's immediate family. Department of Housing Preservation records indicate that this property is required to register.

Valid Registration requires you to complete two steps:

### 1. Complete the Registration Form

The required Property Registration Form is enclosed with this notice. You should review all pre-printed information, instructions on how to make the changes and instructions about what additional information might be required. This form is required to be mailed directly to HPD in the enclosed envelope once any updates are made and both the Owner and the Managing Agent sign and date the form. **DO NOT SEND YOUR PAYMENT TO HPD.**

### 2. Pay the Annual Fee to the Department of Finance

The fee for property registration must be paid directly to the Department of Finance (DOF). At this time, \$13.00 is due for property registration. There is a \$13 fee each year; if you have an open balance for registration from a previous year, you must pay that fee as well for your current year registration to become valid. The charge appears on the July Statement of Account of your property taxes, issued by DOF in June. In some cases, your mortgage servicer may pay the fee. The charge will be clearly labelled as the HPD Property Registration Fee and the account number is the same as your property's Registration ID.

Payment can be made:

- **Online** to the Department of Finance at <https://paydirect.link2gov.com/NYCDOF-Property/ItemSearch>
- **By mail** :
  - Include the Borough, Block and Lot (indicated above) on your check.
  - Indicate that the payment is for the Housing -Property Registration charge.
  - Mail payment to:  
**NYC Department of Finance**  
P.O. Box 680  
Newark, NJ 07101-0680
- **In person** : DOF Business Center locations are listed at <http://www.nyc.gov/html/dof/html/contact/business.shtml>

PLEASE NOTE THE FOLLOWING CONSEQUENCES FOR FAILING TO REGISTER AS REQUIRED:

- A VIOLATION MAY BE ISSUED TO YOUR PROPERTY. HPD MAY CHOOSE TO SEEK CIVIL PENALTIES IN HOUSING COURT BASED ON THIS VIOLATION.
- IF THE PROPERTY HAS THREE OR MORE UNITS, YOU WILL NOT BE ALLOWED TO BRING AN ACTION FOR NONPAYMENT IN HOUSING COURT AGAINST A TENANT OF THIS PROPERTY UNTILL YOU ARE VALIDLY REGISTERED.
- YOU WILL NOT BE ABLE TO CERTIFY CORRECTION OF HPD VIOLATIONS OR FILE FOR A VIOLATION DISMISSAL REQUEST.

### REGISTRATION ISSUES

- If you require a new form because the ownership has changed, you can create a new form online through our Property Registration Online System(PROPS). PROPS is accessible at [www.nyc.gov/hpd](http://www.nyc.gov/hpd): select Property Registration from HPD's homepage. If you do not have access to a computer, you can contact the Registration Unit or any of HPD's borough offices (contact information below).
- If this form has the incorrect address or block and lot, please call HPD's Registration Unit at 212-863-7000 or email HPD at [register@hpd.nyc.gov](mailto:register@hpd.nyc.gov) with the form sequence number on the top of this form and the address, block and lot which you believe properly designates your property.
- If you are no longer the registered owner, or you are the owner of a one or two family property where you or your family resides, or the property is no longer a residential building, please go to the Property Registration page on HPD's website <http://www.nyc.gov/html/hpd/html/owners/property-reg-unit.shtml> to identify the next steps you can take to notify HPD and to obtain the forms required. You can also email HPD at [register@hpd.nyc.gov](mailto:register@hpd.nyc.gov) or call HPD at 212-863-7000 to request the forms.
- If you need assistance completing this form or have additional questions, please email HPD at [register@hpd.nyc.gov](mailto:register@hpd.nyc.gov) (please explain your question in detail) or call HPD at 212-863-7000.

## **CORPORATION/PARTNERSHIP/LLC/CO-OP/CONDO INSTRUCTIONS**

### **Completing the Registration form:**

- Review the property level information; if your address or block and lot are incorrect, contact HPD immediately. Do not submit the form.
- Review all of the information pre-printed on the form in the gray boxes carefully.
- Changes should be indicated by writing the new information on the white line below the existing information. You should put a line through the old information.
- Add missing information in the white boxes; review the instructions to make sure that all fields that need to be completed are completed properly.
- No PO BOXES or mail service addresses are acceptable.

### **COMMON REGISTRATION MISTAKES:**

- **Payment sent with the form to HPD:** This will delay the processing of your form, as HPD must then send the payment over to the Department of Finance for application to the property charges.
- **Not all addresses are provided:** Residential and business addresses and telephone numbers must be provided for all listed individuals in Section 5 and 6. The business address may be the same as the residential address( but must be fully written out in the boxes ) if business related to the property is conducted at the residential address.
- **Signatures in 11 and 12 do not match the individuals listed in the Agent (Section 6) and Owner(Section 5) sections of the form.**
- **Dates are not entered next to each signature.**
- **Managing agent business address is not a NYC address:** The law requires the managing agent to have a NYC business address.

### **All Sections on this form must be completed unless the instructions specifically indicate that no information is required.**

1. This pre-printed form assumes that you are the same owner as was previously registered. If you are not the same owner, **DO NOT USE THIS FORM.**

2. HPD has the form of ownership on file as indicated. To change the ownership type to an individual or joint non-corporate ownership, you must file a new registration form -- **DO NOT USE THIS FORM.** See the instructions on the bottom of the coversheet for information on how to obtain a new form. To change the ownership type to any other type of corporate ownership, you may continue to use this form. Please indicate the change in the white section. If you select OTHER, you must specify the form of ownership or responsibility (including Receiver, Executor, Trustee, etc).

3. Because this building is not owned by Individual or Joint Owners, this Section does not appear on the form.

4. Because this building is not owned by an Individual Owner, this Section does not appear on the form.

**5A:** Enter the name of the Corporation, Partnership/LLC, Condo, Co-Op or other entity (Estate or Trust) that owns the property, its Tax Identification Number, address and telephone number. If the owner is a Partnership/LLC, enter the county where the Certificate of Doing Business is filed. Check the "YES" box if at least one member of the Partnership/LLC is a Corporation.

**5A.1 - 5A.2:** For each Responsible Person (Officer, Partner, or Other Responsible Person including Receiver, Executor or Trustee), enter business (where business related to this property is conducted) and home addresses and telephone numbers. Two individuals should be listed.

**5B.1 - 5B.3:** If a Corporation owns the property, enter the names, business and residence addresses of any individuals who own more than 25% of the Corporation. If a Partnership/LLC owns the property, enter the names and business addresses of each limited partner who owns more than 25% of the Partnership/LLC.

### **6. MANAGING AGENT INFORMATION.**

A Managing Agent is an individual designated by the Owner to oversee the operation of the property being registered. The Managing Agent must maintain an office or home address in New York City (a PO Box or mail service address is not an acceptable address) and must be at least 21 years old. Provide Company Name and Tax ID Number only if the Managing Agent is employed by a management or realty company. The Managing Agent can receive notifications of complaints and other similar notifications from HPD by e-mail if an e-mail address is entered.

### **7. SITE MANAGEMENT INFORMATION**

Enter the name and telephone number of a Responsible Individual (superintendent, building manager) who is available in the event of an emergency regarding this property.

**8. IS THE ENTIRE PROPERTY LEASED TO ONE INDIVIDUAL, CORPORATION OR PARTNERSHIP/LLC?** If the entire property is leased to an Individual, Corporation or Partnership/LLC, check "YES" and go to Section 9. This question refers to a single lease for the entire property and does not refer to the rental of individual units. If not, check "NO" and go to Section 10.

**9. LESSEE INFORMATION** (If the answer to Section 8 is "NO," leave this Section blank)

Enter information regarding the Corporation, or Partnership/LLC (if appropriate) and/or the Individual leasing the entire property.

### **10. CONFIDENTIAL 24-HOUR PHONE NUMBERS**

Enter the names and confidential 24-hour telephone numbers (in the NYC metropolitan area) of the Owner and/or other Responsible Persons who may be contacted in the event of an emergency regarding this property. The 24-hour contact(s) can receive notifications from HPD by e-mail if an e-mail address is entered. Allowable area codes are: 201, 203, 212, 215, 347, 516, 585, 609, 610, 631, 646, 716, 717, 718, 732, 800, 845, 862, 877, 887, 888, 908, 914, 917, 929, 973, 978.

### **11. MANAGING AGENT SIGNATURE**

The Managing Agent indicated in Section 6 must sign and date this form.

### **12. OWNER SIGNATURE**

A responsible party as indicated in Section 5 must sign and date this form. If you have the Owner's Power of Attorney and are signing for the Owner, a copy of a notarized Power of Attorney must accompany the Property Registration form.

**BOTH THE OWNER AND THE MANAGING AGENT MUST SIGN AND DATE THIS FORM. PHOTOCOPIED SIGNATURES ARE NOT VALID.**