

SEQ NO: 12836662
IMPORTANT PROPERTY
REGISTRATION INFORMATION



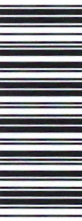
CLAUDE SIMON
CHARLES HENRY PROPERTIES, LLC
SUITE/ROOM GROUND
336 E 56TH ST
NEW YORK, NY 10022-4145

3 / 1550

RE :

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. See the instructions on the back side of this page. Mail the form to HPD at: **HPD, PO Box 3888, Church Street Station, New York NY 10008-3888.**

2. Pay the Annual Fee to the Department of Finance (DOF)

The fee for property registration must be paid directly to the Department of Finance (DOF). At this time, **\$39.00** 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. 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: www.nyc.gov/citypay
- 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 5536, Binghamton, NY 13902-5536.**
- In person: DOF Business Center locations are listed at:
<http://www1.nyc.gov/site/finance/about/contact-us-by-visit.page>

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

- A VIOLATION MAY BE ISSUED TO YOUR PROPERTY.
- 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.
- YOU WILL NOT BE ABLE TO CERTIFY CORRECTION OF HPD VIOLATIONS OR FILE FOR A VIOLATION DISMISSAL REQUEST.



Pursuant to Local Law 71 of 2023, Section 27-2107 of the Administrative Code of the City of New York has been amended to include the following: Any persons required to file a statement of registration or an amendment of a statement of registration and who fails to file as required shall be subject to a civil penalty between \$500 to \$1,500 for a multiple dwelling with five units or less and between \$1,000 to \$5,000 for multiple dwellings with more than five units. Additionally, anyone willfully filing a false registration document shall be subject to a penalty between \$750 and \$5,000. HPD will invalidate any statement required under this article that has been found to contain false information. Owners are required to provide both a business and residential address on the property registration form. For purposes of this form, the business address is the address where a business conducts its operations. The residential address is the primary address where you live or reside. The business address may be the same as the residential address (but must be fully written out in the boxes) only in such cases where business related to the property is conducted at the residential address.

REGISTRATION ISSUES

To obtain a new registration form or monitor the status of your registration submission, we encourage you to use HPD's Property Registration Online System at (<https://a806-pros.nyc.gov/PROS/mdRInternet.html>).

For any of the below listed issues or for more general information on Property Registration, you can:

- Visit HPD's website at www.nyc.gov/propertyregistration
- Email HPD at register@hpd.nyc.gov
- Call the Registration Assistance Unit at 212-863-7000

Questions/Recommended Solution:

- **I no longer own this property.** GO TO www.nyc.gov/propertyregistration to OBTAIN AN APPLICATION FOR INVALIDATION.
- **The form has the incorrect block, lot, or address.** EMAIL register@hpd.nyc.gov WITH INFORMATION ABOUT THE PROPER BLOCK, LOT OR ADDRESS.
- **The owner/owner's family resides at a one or two family property.** GO TO www.nyc.gov/propertyregistration TO OBTAIN A PRIVATE DWELLING - NOT REQUIRED TO REGISTER FORM.
- **The property is no longer a residential building.** EMAIL register@hpd.nyc.gov WITH INFORMATION ABOUT THE CURRENT LEGAL USE OF THE BLOCK/LOT.

Go to nyc.gov/propertyregistration to obtain registration instructions in additional languages:

- **Instrucciones del formulario de registro de la propiedad**
(https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/Registration-instructions_ES.pdf)
- **物权登记表填写说明**
(https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/Registration-instructions_SC.pdf)
- **ИНСТРУКЦИИ ПО ЗАПОЛНЕНИЮ ФОРМЫ РЕГИСТРАЦИИ СОБСТВЕННОСТИ**
(https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/Registration-instructions_RU.pdf)
- **부동산 등록 양식 관련 지침**
(https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/Registration-instruction_KO.pdf)
- **ENSTRIKSYON SOU PWOPRIYETE PESONÈL**
(<https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/property-registration-instruction-hc.pdf>)
- **إرشادات الملكية الفردية**
(<https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/property-registration-instruction-ar.pdf>)

REGISTRATION ASSISTANCE UNIT 100 Gold Street, 6th Floor, New York, NY 10038 Phone: 212-863-7000
Office hours 9 AM - 5 PM

Completing the Registration Form:

- Review the property level information; if your address or block and lot numbers are incorrect, contact HPD immediately. **Do not submit the form.**
- Review all of the information pre-printed on the Form.
- 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.
- Business and Residential Addresses and contact numbers must be provided for all listed individuals in Section 5A1, Section 5A2, Section 5B1, Section 5B2, and Section 6. The Business Address is the official location associated with the owners; it is the point of contact for legal notices and correspondence. The Residential Address is the physical dwelling where the listed individuals reside. The Business Address and Residential Address may be the same if business related to the property being registered is conducted from the home of the listed individuals. No Post Office Boxes (P.O. Box) or mail service addresses are acceptable.

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

Section 1: NOT APPLICABLE

Section 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 in 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 the 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.).

Section 3: NOT APPLICABLE

Section 4: NOT APPLICABLE

Section 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.

Section 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.

Section 5B.1 - 5B.2: If a Corporation owns the property, enter the names, business and residence addresses of any individuals who own more the 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.

Section 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 will receive notifications of complaints and other similar notifications from HPD by email if an email address is entered.

Section 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.



Section 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.

Section 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.

Section 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 email if an email 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, and 978.

Section 11: MANAGING AGENT SIGNATURE

The Managing agent indicated in Section 6 must sign and date this form. Original signature is required, no electronic signature.

Section 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. Original signature is required, no electronic signature.

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

Section 13: RECYCLING COORDINATOR

The Department of Sanitation (DSNY) will contact the Recycling Coordinator to distribute non-enforcement related notifications and educational materials regarding recycling, the Zero Waste Building Maintenance Training Program (which trains building supers to properly manage recycling for their building and avoid violations), electronics and textile recycling programs, food waste collection programs and other free DSNY programs. Please provide the name and address of the appropriate person at the building to contact with this type of information.

Section 14 (Section 16 for Garden Apts. Forms): LOCAL LAW 1 OF 2004

Local Law 1 of 2004 requires that owners of buildings with tenant-occupied units built prior to 1960 conduct activities related to lead-based paint. Please review this section carefully and respond to all questions.

COMMON REGISTRATION MISTAKES:

- **Payment sent with the form to HPD:** HPD does not accept Property Registration Fee payments. Please send payment directly to the Department of Finance (DOF): NYC Department of Finance - P.O. Box 5536 - Binghamton, NY 13902-5536 or <http://www.nyc.gov/citypay>. Please remember to submit your completed Property Registration Form to HPD and your payment to DOF.
- **Not all addresses are provided:** Business and Residential Addresses and contact numbers must be provided for all listed individuals in Section 5 and Section 6. The Business Address is the official location associated with the company; it is the point of contact for legal notices and correspondence. It is not the address of the registered building unless the individual referenced lives at the registered building. The Residential Address is the physical dwelling where the listed individual resides. The Business Address and Residential Address may be the same if business related to the property being registered is conducted from the home of the listed individual.
- **Signatures in Section 11 and 12 do not match the individuals listed in the Individual Ownership (Section 3) and Managing Agent (Section 6) and Owner (Section 5) sections of the form.**
- **Dates are not entered next to each signature in Section 11 and Section 12.**
- **Managing Agent business address is not a NYC address:** The law requires the Managing Agent to have a NYC business address.

City of New York

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
PROPERTY REGISTRATION FORM - CY

12836662

117723

12836662

PROPERTY REG ID# FORM SEQ NO

House No	Street Name	Boro	Reg Due Date	Amount Due
336	EAST 56 STREET	MN	8/31/2026	39.00

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 ink only. Make all corrections below shaded area.

1. If the information is pre-printed below, HPD 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 REGISTRATION ISSUES section of the coverage 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 NEW YORK		Are One or More Partners a Corporation? ☐ YES ☒ NO	
Bldg No (Mailing/Business) 336	Street Name E 56th Street	Suite/Rm Frnt A	City New York	State NY	Zip Code 10022	Telephone/Ext.: (212) 683-9300	
5A1. Responsible Person #1 CLAUDE		M.I.	Last SIMON	Title PRESIDENT		Currently in Active Military Service? ☐ YES ☒ NO	
Bldg No (Mailing/Business) 71	Street Name Tonjes Road	Suite/Rm	City Callicoon	State NY	Zip Code 12723	Telephone/Ext.: (212) 683-9300	
House No (Residence) 71	Street Name TONJES ROAD	Apt	City CALLICOON	State NY	Zip Code 12723	Telephone: (912) 441-0062	
5A2. Responsible Person #2		M.I.	Last	Title		Currently in Active Military Service? ☐ YES ☒ NO	
Bldg No (Mailing/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 (Mailing/Business) 71	Street Name Tonjes Rd	Suite/Rm	City Callicoon	State NY	Zip Code 12723	Telephone/Ext.: (912) 441-0062
House No (Residence) 71	Street Name Tonjes Rd	Apt	City Callicoon	State NY	Zip Code 12723	Telephone: (912) 441-0062
5B2. First Name		M.I.		LAST		

Bldg No (Mailing/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 (Mailing/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 Military Service?	NO
CHARLES HENRY PROPERTIES, LLC	46-1556945	CLAUDE		SIMON	☐ YES ☐ NO	
Email : CSIMON@FAIRLANE.BIZ						
Bldg No (Mailing/Business)	Street Name	Suite/Rm	City	State	Zip Code	Telephone/Ext.:
336	East 56	Ground	New York	NY	10022	(212) 683-9300
House No (Residence)	Street Name	Apt	City	State	Zip Code	Telephone.:
71	TONJES ROAD		Callicoon	NY	12723	(912) 441-0062

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 Contact's Name : First	M.I.	LAST	Telephone/Ext.:
THOMAS		MAROS	(347) 813-1103

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

ON FILE : ☒ NO

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

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 (Mailing/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.:	First	Last	Telephone/Ext.:	First	Last
(212) 683-9300	CLAUDE	SIMON	(914) 204-0788	CAROLYN	SIMON
Email : CLAUDE@CHARLESHENRYPROPERTIES.COM			Email : CAROLYN@VERATEX.NYC		

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.

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

False Statements Are Punishable Under Section 27-2107 of the NYC Housing Maintenance Code and New York Penal Code 210.45.

11. MANAGING AGENT SIGNATURE _____

Date _____

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

12. OWNER SIGNATURE _____

Date _____

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.

13. RECYCLING COORDINATOR: The Department of Sanitation (DSNY) will contact the Recycling Coordinator to distribute non-enforcement related notifications and educational materials regarding recycling, the Zero Waste Building Maintenance Training Program (which trains building supers to properly manage recycling for their building and avoid violations), electronics and textile recycling programs, food waste collection programs and other free DSNY programs. Please provide the name and address of the appropriate person at the building to contact with this type of information.

First Name	Middle Initial	Last Name	Telephone/Ext:
CLAUDE		SIMON	(212) 683-9300
Email	CLAUDE@CHARLESHENRYPROPERTIES.CC		

Role at Property (Select One Only):

- ☒ Owner ☐ Resident ☐ Super ☐ Facilities Manager ☐ Porter ☐ Doorman ☐ Property Manager
☐ Board Member ☐ Other (specify) _____



14. LOCAL LAW 1 of 2004 - LEAD-BASED PAINT

Background: Local Law 1 of 2004 establishes that there is a presumption of lead-based paint in a building if it is 1) tenant occupied; 2) built prior to 1960; and 3) a child under the age of six resides in the unit. "Resides" means to live in the dwelling unit or to routinely spend ten or more hours in the dwelling unit each week. The law outlines requirements for identifying where a child under 6 resides, required even if the owner believes they know the ages of the occupants, and how those units must be maintained. The law has additional requirements for all tenant-occupied dwelling units built prior to 1960, regardless of the age of the occupants. The law applies to studio apartments (zero bedroom) as well. The law also applies to buildings built between 1960 and 1978 if lead-based paint is known to exist. Owners must retain records of all of the required activities for at least 10 years and provide the records to HPD on request. HPD may audit these records and is more likely to do so if your building has a history of lead-based paint violations or other indications of poor maintenance. Penalties may be significant for failure to conduct these activities and maintain these records. More information is available on the HPD website, including sample forms to assist with recordkeeping: nyc.gov/lead-based-paint.

Exemption: Major alterations to the building do not automatically exempt the building from these requirements. In order to be exempt from the requirements, an owner must apply for and receive an exemption issued directly from HPD. The application for exemption is available on the HPD lead-based paint webpage. There are additional reasons a building may be excluded from the requirements of Local Law 1 and those are addressed under Question 1.

Year Built: HPD records indicate that your building was built prior to 1960 or, if built between 1960 and 1978, has had lead-based paint violations issued, which indicates the presence of lead-based paint. Under both of these year-built parameters, you are required to comply with the requirements of Local Law 1. If you disagree with the year built in HPD records (meaning your Certificate of Occupancy (COO) shows that a new building was erected after January 1, 1960), please email HPD at codevios@hpd.nyc.gov and provide the following so HPD can update its records: building address; borough; and correct information for the year built, including supporting documentation such as the COO. Note: Major alterations do not affect the year-built requirements. See "Exemption" above.

Question 1: I certify that this property: (select one):

- ☐ Is a condominium or cooperative property where either all units are owner occupied, therefore, this property is not required to comply with Local Law 1 requirements, **or** individual owners who lease their unit are legally responsible for performing Local Law 1 requirements by the condominium/cooperative board or management company. (**STOP** - You do not have to answer any additional questions.)
- ☐ Is a building where the units are occupied by only the owner or members of the owner's family. Therefore, this property is not required to comply with Local Law 1 requirements. (**STOP** - You do not have to answer any additional questions.)
- ☐ Has an exemption(s) granted by HPD which cover all units within the property. (**STOP** - You do not have to answer any additional questions.)
- ☐ Is required to comply with Local Law 1, but I purchased this property previous to the last calendar year and was not provided records by the previous owner. (**STOP** - You do not have to answer any additional questions, but you should review them for awareness. You will be required to answer the rest of these questions next year.)
- ☐ Was fully vacant the previous calendar year with no tenants occupying the units of the building. I understand that if a tenant currently occupies a unit in the building or is intended to occupy a unit in the building in the future, the building is/will be required to comply with Local Law 1, including the required inspection and performance of lead-based paint work related to vacancy and turnover of any dwelling unit at the property before the new tenant took/takes occupancy. (Administrative Code Section 27-2056.8) (**STOP** - You do not have to answer any additional questions, but you should review them for awareness.)
- ☐ Is required to comply with Local Law 1. (**Continue from Question 2.**)

✓ **Answer each question below for the previous calendar year.**

Question 2: Did the owner send the required lead-based paint Annual Notices asking about whether a child under six resides in the unit to a tenant in each unit in the building? (Administrative Code Section 27-2056.4).

☐ Yes

☐ No

Question 3: Did the owner take appropriate action to obtain this information if a tenant did not respond to the notice? (Administrative Code Section 27-2056.4)

☐ Yes

☐ No

☐ Not applicable because all tenants responded.

Question 4: Were there any children under six that routinely spend 10 or more hours each week in the building, based on the annual notice and investigation referenced above?

☐ Yes - **Continue on from Question 5.**

☐ No - **Continue on from Question 8 (Skip questions 5, 6 and 7).**

Question 5: Did the owner take appropriate action to conduct inspections for lead-based paint hazards in dwelling units where a child under six routinely spends 10 or more hours each week and/or documented where access could not be gained before the end of the calendar year? (Administrative Code Section 27-2056.4)

☐ Yes

☐ No

Question 6: Did the owner take the appropriate action to correct any lead-based paint hazards identified by the annual inspection and such correction was done by appropriately certified contractors? (Administrative Code Section 27-2056.4 and 27-2056.11).

☐ Yes

☐ No

☐ Not applicable because no lead-based paint hazards were found.

Question 7: Did the owner require that all repair and construction work on painted surfaces at the property that disturbed lead-based paint surfaces or surfaces covered by paint of unknown lead content be performed following the safe work requirements in HPD's lead rules? (28 RCNY Chapter 11) (Administrative Code Section 27-2056.11)

☐ Yes

☐ No

☐ Not applicable because no repair or construction work that disturbed lead-based paint surfaces or surfaces covered by paint of unknown lead content was performed.

Question 8: If turnover occurred, did the owner perform the appropriate inspection and lead-based paint work related to vacancy and turnover of any dwelling unit at the property before the new tenant took/takes occupancy. (Administrative Code Section 27-2056.8)

☐ Yes

☐ No

☐ Not applicable because turnover did not occur in the previous calendar year.



Question 9: Is the owner aware that XRF lead-based paint testing must be completed in all units by August 9, 2025 and that, if a child under six comes to routinely spend 10 or more hours each week in any unit after August 9, 2020, the XRF testing must be completed within one year of occupancy, whichever is sooner? (Administrative Code Section 27-2056.4)

☐ Yes

☐ No

Question 10: Does the owner have the documentation relating to compliance with all the above requirements they were subject to for the previous calendar year?

☐ Yes

☐ No

IMPORTANT NOTE: COMPLETING THE PROPERTY REGISTRATION FORM AND RETURNING IT TO HPD IS NOT THE SAME AS REGISTERING YOUR BUILDING AND APARTMENTS WITH THE NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL (DHCR). IF YOUR PROPERTY IS SUBJECT TO RENT STABILIZATION PURSUANT TO LAW, RULE OR REGULATORY AGREEMENT, YOU MUST REGISTER YOUR BUILDING AND APARTMENTS WITH DHCR ANNUALLY BY JULY 31ST.

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 AM-5 PM.

Office Use Only- Do Not Write Below This Line.

Agent	Owner

RHM FORM 520 (Rev. 04/2023)
Side 2

If mailing your Property Registration Fee, please mail directly to the Department of Finance (DOF) as indicated below:

Mail Payment to:

NYC Department of Finance
P. O. Box 5536
Binghamton, NY 13902-5536

If using a private carrier that requires a physical address - Please mail to:

NYC Department of Finance
59 Maiden Lane - 19th Floor
New York, NY 10038

You may make your payment online by visiting www.nyc.gov/citypay

You may visit a Department of Finance Business Center in any of the 5 Boroughs - All offices are open Monday - Friday 8:30 AM - 4:30 PM
(Except Holidays)

Manhattan: 66 John Street, New York, NY 10038 - 2nd Floor

Bronx: 3030 Third Avenue, Bronx, NY 10455 - 2nd Floor

Brooklyn: 210 Joralemon Street, Brooklyn, NY 11201

Queens: 144-06 94th Avenue, Jamaica, NY 11435

Staten Island: 350 St. Marks Place, Staten Island, NY 10301



Tear off the below stub and enclose with Property Registration Fee Payment to the Department of Finance (DOF).

PLEASE DO NOT MAIL YOUR PAYMENT TO HPD AS IT WILL BE RETURNED TO YOU AND DELAY THE REGISTRATION OF YOUR PROPERTY.

Owner/Business Name _____

Management Company (if applicable) _____

Business Address _____

City, State, Zip Code _____

Payment Type: HPD Property Registration Fee

Amount of Payment \$ _____

Property Address _____

BORO 1

Block Number 01348

Lot Number 0035

