



DCE/ MANHATTAN BORO OFFICE
94 Old Broadway
NEW YORK, NY 10027

CHARLES HENRY PROPERTIES, LLC

SIMON, CLAUDE
534 W. 42ND ST. #8
NEW YORK, NY 10036

NOTICE OF INFORMATION ORDER

LOCATION	BORO	AREA	BLDG TYPE	REG. NO.	DATE REPORTED	CYCLE #	PAGE
336 EAST 56 STREET	MN	25	OL	117723	11/15/2023	657500	1 of 1

VIOLATION NO.	ORDER	DESCRIPTION
16387761	780	§27-2107 ADM CODE OWNER FAILED TO FILE A VALID REGISTRATION STATEMENT WITH THE DEPARTMENT AS REQUIRED BY ADM CODE §27-2097 AND IS THEREFORE SUBJECT TO CIVIL PENALTIES, PROHIBITED FROM CERTIFYING VIOLATIONS, AND DENIED THE RIGHT TO RECOVER POSSESSION OF PREMISES FOR NONPAYMENT OF RENT UNTIL A VALID REGISTRATION STATEMENT IS FILED.

1

NO.
VIOLS

READ THE INSTRUCTIONS ON THE BACK OF THIS NOTICE CAREFULLY.

INSTRUCTIONS

I. PENALTIES 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. You will be subject to a civil penalty of \$250 to \$500 unless you submit a valid Property Registration form by the date indicated on the front of this Information Order.

Please note the following additional consequences for failing to register as required:

- 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 until you are validly registered.
- You will not be able to certify correction of HPD violations or file for a violation Dismissal Request.

II. HOW TO COMPLY

Compliance means that you have submitted a valid Property Registration form to HPD and submitted the required fee to the Department of Finance. You can obtain the form in any of the following four ways:

- Use HPD's Property Registration Online System at www.nyc.gov/hpd (A *hard copy submission is still required.*)
- E-mail HPD at register@hpd.nyc.gov with:
 - the property address (including borough, house number and street name)
 - indicate if you have ever been validly registered or not for this property
 - indicate the ownership type (individual, joint, LLC, corporation, partnership, condominium, cooperative, other)
- Call HPD's Registration Assistance Unit at 212-863-7000 between 9 AM and 4 PM (except from 1 PM-2 PM). This option is best if you believe that you have already submitted the required form or paid the fee, as errors in your original submission may have caused your registration to be invalid.
- Walk in to the Registration Assistance Unit or any Division of Code Enforcement Borough Office location listed below.

All instructions for properly completing the Property Registration, including how to submit payment, are provided with the Property Registration form. An explanation of the process can also be found at www.nyc.gov/hpd, using keywords Property Registration.

All affidavits and forms listed below can be obtained from HPD's website at www.nyc.gov/hpd (using keywords Property Registration), by e-mailing HPD at register@hpd.nyc.gov, by calling the Registration Assistance Unit at 212-863-7000, by visiting the Registration Assistance Unit at 100 Gold Street in Manhattan or by visiting one of the borough offices listed below.

III. CONTESTING THE VIOLATION

- If this is **not a residential property**, contact the Registration Assistance Unit and provide the justification for removing the violation. For example, if your property is now a commercial building or a vacant lot, you are not required to register it.
- If your property is not required to register because it is a **one- or- two family house** where the owner or owner's family resides, you must submit a request to HPD using an affidavit entitled Private Dwelling Not Required to Register.

IV. INCORRECT OWNERSHIP OR MANAGEMENT

If you are no longer the Owner of this property, you may file an APPLICATION TO INVALIDATE PROPERTY REGISTRATION with HPD. Submit the "Application to Invalidate Registration" form along with proof of the transfer of title. If you are no longer the Managing Agent of this property but have received this form, please send these registration materials to the Owner.

MANHATTAN
560 WEST 133 STREET
NEW YORK, NY 10027

BRONX
1932 ARTHUR AVE
BRONX, NY 10457

BROOKLYN
210 JORALEMON ST
BROOKLYN NY 11208

QUEENS
120-55 QUEENS BLVD.
KEW GARDENS NY 11424

STATEN ISLAND
BOROUGH HALL
ST GEORGE, NY 10301