OHP Form 515 (Rev. 3/97)

## THE CITY OF NEW YORK DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

OFFICE OF HOUSING PRESERVATION - DIVISION OF CODE ENFORCEMENT

## PRELIMINARY RESIDENTIAL PROPERTY TRANSFER FORM

The NYC Housing Maintenance Code requires owners of multiple dwellings to register their properties with the Department of Housing Preservation and Development. 1 or 2 family homes need not be registered if the owner lives in NYC. Failure to register is a violation of the law and may subject owners to fines of up to \$500, and to criminal penalties. In addition, failure to register may prevent the Owner or Managing Agent from bringing certain actions before the NYC Housing Court, including recovery of possession of premises for non-payment of rent.

Upon receipt of this completed form, a pre-printed computerized "PROPERTY REGISTRATION FORM" will be forwarded to you as the new owner of the property. The computerized form must be filled out completely. Incorrect pre-printed data may be corrected in the space provided.

TYPE OF RESIDENTIAL PROPERTY: MULTIPLE DWELLING (3 OR MOF						E UNIT	ΓS)		1-2 FAMILY HOUSE	
1. PROPERTY ADDRESS: MDR NUMBER										
Borough	Borough House No.		Name							
			he Individual or er			prope	erty)			
Indicate the relationship of the Responsible Party to the property by checking the appropriate box:										
Individual Ov	condo/Co-op Officer Partner					Managing Agent				
Other										
	(specify)									
FIRST NAME:		M.I.	LAST NAME:			TITLE:				
BLDG NO. (BUS.)	DG NO. (BUS.) STREET:								SUITE / RM.	
СІТҮ:		STATE:	ZIP:	ZIP:		PHONE:			EXT.:	
HOUSE NO. (RES.)	STREET:				(	)			APT.:	
									7	
CITY:		STATE: ZIP:		PHONE:					•	
						)				
CORPORATION / PARTNE				TAX ID NUMBER	:					
3. SIGNATURE SECTION (sign and date this form and indicate your official capacity)  Individual Owner Officer Partner Partner Executor Agent Other										
Owner (	OwnerOfficer	Par	rtner Partner _			LAg	gent	_	(specify)	
SIGNATURE_	DATE									
PRIOR OWNER (if known) Name				Address						
				Address						

## INSTRUCTIONS FOR USING THIS FORM

Please type or print in block letters, using blue or black ink **ONLY**. DO **NOT** USE POST OFFICE BOX NUMBERS. ONLY ONE PROPERTY MAY BE REGISTERED ON THIS FORM. After completing the form, sign and date where required and submit to the Office of the City Register when you record your deed.

To get help in completing this form, please call the Registration Assistance Unit at (212)863-7000, Monday through Friday, 9:15 A.M. to 4:45 P.M.

## **SECTION - BY - SECTION INSTRUCTIONS:**

- 1. **PROPERTY ADDRESS:** Enter Borough, House Number, Street Name. Enter the Multiple Dwelling Registration (MDR) Number, if known.
- 2. **RESPONSIBLE PARTY INFORMATION:** Enter either the person's name or a business name, and check the correct 'RELATIONSHIP' box. Enter a business address where mail is to be directed for this property, and/or a home address and any associated telephone numbers. If a Corporation/Partnership/Estate name is used, the Tax ID Number **MUST** be entered.
- 3. **SIGNATURE SECTION:** Sign and date this form. Indicate the capacity in which you are signing the form by checking the appropriate box.

HPD	RESP.
OFFICE	
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