



Rick Chandler, PE
Chairperson

MDL SECTION 286 (12) SALES RECORD FORM A

Helaine Balsam
Executive Director

280 Broadway, 4th Floor
New York, New York 10007
nyc.gov/loftboard

(212) 393-2616 • Fax: (646) 500-6169

This form has been issued by the New York City Loft Board for use in the sale of rights under Article 7-C, Section 286(12) of the New York State Multiple Dwelling Law ("MDL") and Title 29 of the Rules of the City of New York ("RCNY") §2-10. It serves as notice to the Loft Board of a sale of rights for an IMD unit and of the intended use of the unit. The form and the fully executed agreement must be filed with the Loft Board within 30 days of the date of sale. Failure to do so may subject the owner to a civil penalty up to \$17,500.

This form is to be completed for sales that occur **on or after March 16, 1990**. If this form or supporting documentation reflects a purchase of rights by someone other than the owner, the sale shall not be accorded any force or effect by the Loft Board unless **Part B**, the Owner's Authorization is also filed. Pursuant to section 2-10 (c), a harassment finding may affect whatever unit may be de-regulated or converted to commercial use after a sale of rights.

Part C, the Declaration of Intent must be completed when the unit is to be converted to non-residential use. **NO SALE OR AGREEMENT WHICH OCCURRED PRIOR TO (i) JUNE 21, 1982 for UNITS SUBJECT TO ARTICLE 7-C PURSUANT TO MDL § 281(I), OR (II) JULY 27, 1987, FOR UNITS SUBJECT TO ARTICLE 7-C SOLELY PURSUANT TO MDL § 281(4) IN WHICH AN OCCUPANT PURPORTED TO SELL OR WAIVE RIGHTS UNDER ARTICLE 7-C SHALL BE ACCORDED ANY FORCE OR EFFECT.**

Part D, the Inspection Form is provided to facilitate the scheduling of an inspection by the Loft Board to verify current usage of the unit and, if non-residential use is intended, to verify that residential and non-compliant fixtures have been removed.

A copy of the applicable law and regulations are attached. Any questions regarding this form may be directed to the Public Information Officer of the Loft Board at (212)-393-2616. Failure to file a record of sale within 30 calendar days from the date of sale may subject the owner to a civil penalty of up to \$17,500 as determined by the Loft Board. See, 29 RCNY § 2-10(6).

MDL SECTION 286 (12) SALES RECORD – PART A

Please print or type the following information:

1. (a) _____
Address of Premises
_____ IMD Registration Number
_____ Date of Sale
Location of Unit
_____ Location of Residential Units as
Total Number of Residential of Date of this Filing.
Units at the premises as of Date of this Filing (Including Unit for which Sales Record is Being Filed)
- (b) _____
Occupant from whom purchase was made
_____ New Address
_____ Telephone No.
- (c) _____
Owner
_____ Business Address
_____ Telephone No.

**ATTACH A COPY OF ANY AND ALL DOCUMENTARY PROOF OF THE SALE
(Note: Purchase Price May Be Redacted or Removed)**

(d) Has the Loft Board ever made a finding that any occupant(s) of the unit for which the Sales Record is being filed were harassed by any owner, lessee, agent, or other person having control of such IMD unit?

YES

NO

If **yes**, what is the number of the Loft Board Order containing the finding of harassment.

(e) Has the Loft Board ever issued an order terminating such harassment finding?

YES

NO

If **yes**, what is the number of the Loft Board Order terminating the finding.

2. The following section must be completed only if the unit is to remain residential:

a. Is the IMD unit for which the Sales Record is being filed subject to rent regulation under any other law, rule or regulation?

YES

NO

If yes, what is the relevant regulation or law?

3. The following section must be completed only if the unit is to be converted to non-residential use [Note: DECLARATION OF INTENT, PART C, ALSO MUST BE COMPLETED AND NOTARIZED]

a. _____
New Non-Residential Tenant Telephone Number
(If Known)

b. List below any fixtures which have been removed:

<u>Fixtures</u>	<u>Disposition</u>
_____	_____
_____	_____
_____	_____
_____	_____

ATTACH A COPY OF NEW OR PROPOSED LEASE, IF ANY, FOR THE UNIT BEING SOLD.

I hereby swear that all the information provided in the foregoing Sale of Rights Disclosure Form is true.

PRINT NAME

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE (Circle One)
(If owner is not a natural person, the signer must state his/her relationship to the owner. If signer is not the owner, state relationship to owner and/or premises.)

Sworn to before me this _____

day of _____ 20____

NOTARY PUBLIC

I hereby certify that I have read the foregoing Sales Record and that to the best of my knowledge and belief it accurately reflects the sale which occurred.

SIGNATURE OF OCCUPANT WHO SOLD RIGHTS

PRINT NAME OF OCCUPANT

PART B

Owner's Authorization

To be completed when purchase of rights to unit is by a person or entity other than the owner.

_____, the owner of the
(Name of entity or individual submitting form)

premises located at _____,

New York, hereby declare(s) that _____
(Specify to whom authorization given)

is authorized to purchase the rights to unit _____

I give this authorization with full knowledge of the obligations imposed upon me and rights
accorded to me as owner of the premises by Article 7-C of the MDL.

_____ is the (lessee) (agent)
(Specify to whom authorization given)

(Specify other title of entity to whom authorization given)
of the premises.

I hereby swear that the foregoing statements are true.

PRINT NAME

SIGNATURE OF OWNER (If owner is not a natural
person, the signer must state his/her relationship to the
owner. If signer is not the owner, state relationship to
owner and/or premises.)

Sworn to before me this _____

day of _____ 20____

NOTARY PUBLIC

TO BE COMPLETED WHEN UNIT IS BEING CONVERTED TO NON-RESIDENTIAL USE

PART C

DECLARATION OF INTENT

_____, is the owner or authorized
(Name of entity or individual submitting form)
representative of the owner of the premises located at _____,
_____ New York and hereby declare(s) that _____
has purchased the rights to unit _____ and that the unit is to be used for non-residential purposes.

The non-residential use of the unit will conform with applicable provisions of the Zoning Resolution and Administrative Code, and with any existing certificate of occupancy or other source of legal authorization for the unit. The owner or authorized representative of the owner may not reconvert the unit to residential use without first complying with all applicable provisions of the Zoning Resolution and Administrative Code and Multiple Dwelling Law concerning such reconversion.

There (is) (is not) a certificate of occupancy for the premises. (If there is a certificate of occupancy, a copy must be attached.)

I hereby swear that the foregoing statements are true.

SIGNATURE OF OWNER

If owner is not a natural person, the signer must state his/her relationship to the owner. If signer is not the owner, state relationship to owner and/or premises.

PRINT NAME

Sworn to before me this _____

day of _____ 20____

NOTARY PUBLIC

INSPECTION FORM – PART D

Address of Premises, Unit Location

To expedite the inspection of a unit which is to be used for non-residential purposes, you may provide three reasonable dates and times, during business hours and commencing at least one week after receipt by the Loft Board of this filing, for the Loft Board to conduct or cause to be conducted an inspection of the premises pursuant to Title 29 of the Rules of the City of New York (“RCNY”) §2-10(d)(i)(ii) or (d)(2). Also, indicate who should be contacted to provide access or alternate arrangements, if needed.

Contact for Access (Name)

Daytime Telephone Number (s)

Date

Time

