



**DECLARATION OF INTENT**

**Rick Chandler, PE**  
Chairperson

**Helaine Balsam**  
Executive Director

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

**(212) 393-2616 • Fax: (646) 500-6169**

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

\_\_\_\_\_  
(Name of entity or individual submitting form)

\_\_\_\_\_  
(Specify relationship to premises)

of the premises located at \_\_\_\_\_,

\_\_\_\_\_, New York hereby declare(s) that \_\_\_\_\_ has purchased the  
rights to unit \_\_\_\_\_ and that the unit is to be used for non-residential purpose.

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. If I later choose to reconvert the unit to residential use, I will first comply 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

\_\_\_\_\_  
PRINT NAME OF SIGNATORY AND,  
IF DIFFERENT FROM OWNER OR  
AUTHORIZED REPRESENTATIVE,  
STATE RELATIONSHIP TO  
SAME.

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_

\_\_\_\_\_  
PUBLIC NOTARY

**INSPECTION FORM**

Address of Premises, Unit Location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact for Access (Name:

(Daytime Telephone Number):

\_\_\_\_\_

\_\_\_\_\_

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(c)(l)(ii) and (d)(2). Also, indicate who should be contacted to provide access or alternate arrangements, if needed.

Date:

Time:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____