

A F F I D A V I T

1 VIOLATION INFORMATION

Summons Number _____

Place of Occurrence: _____

(House Number and Street)

(Borough, State, and Zip Code)

I, _____, duly swear under penalty of perjury that I am the: *(check one)*
(Must be name of an individual. Do not list a business entity)

- ☐ **Respondent** named on the violation. *(if the named respondent is an individual)*
- ☐ **Officer, Director, Partner or Managing Member** of the named respondent. *(if the named respondent is a business entity)*
- ☐ **Managing Agent** of the respondent or place of occurrence. *(attach notarized authorization letter from respondent or current owner)*
- ☐ **Owner of Property** but not the named respondent. *(if you are a new owner, attach copy of deed)*
- ☐ **Other Agent of named respondent.** *(attach a notarized written authorization by respondent or property owner)*

My contact information: _____

Tell us the best way to reach you. We may contact you by phone or email. You must list one or the other.

2 PERSON WHO PERFORMED WORK

I have complied with the order of the Commissioner to correct each violating condition cited on this summons. The work described in the attached sworn statement was completed on _____ and was performed by: *(check one)*

- ☐ **Myself** ☐ **My Employee** ☐ **Contractor** ☐ **Licensed Professional**

Name of the person who performed the work: _____

Company: _____

Address: _____

License or Registration Number *(for licensensed professionals and contractors):* _____

ADDITIONAL REQUIREMENTS

A notarized **Statement in Support (AEU20)** and documentary proof of correction must also be provided. This statement must describe the steps taken to correct the violating condition(s) and reference all relevant permit numbers, job applications or other records that substantiate correction. The standard AEU20 form may be used or submit a notarized statement on a separate piece of paper. If work was performed on an elevator or boiler, the statement must be on the letterhead of the licensed professional who did the work.

3 PENALTY WAIVERS & REDUCTIONS

If the violation is admitted and certified as corrected, it may be eligible for a penalty waiver or reduction. Penalty waivers and reductions are outlined in the **DOB Penalty Schedule** found in **Title 1 of the Rules of the City of New York, Section 102-01**. To request a cure or stipulation, check the applicable box below. For more information visit www.nyc.gov/DOBpenaltyschedule.

Cure (waiver): If the summons states a *Cure Date*, submit an acceptable Certificate of Correction to DOB by the Cure Date. If the Certificate of Correction is approved, a hearing will not be held, and no penalty will be imposed by OATH. If the Certificate of Correction is not approved, attend the hearing to dispute the violation or admit to the violation by paying the penalty before the scheduled hearing date.

- ☐ **CURE.** I admit the existence of the violation(s) charged. The cure date is: _____. *(refer to the face of summons for date)*

Stipulation (reduction): If a pre-hearing stipulation is received and accepted, a reduced penalty of one-half the standard penalty may be imposed if an acceptable Certificate of Correction is submitted to DOB by the compliance due date. If the Certificate of Correction is not approved, the penalty will be increased to the standard or aggravated penalty, whichever is applicable.

- ☐ **STIPULATION.** I admit the existence of the violation(s) charged. The stipulation compliance due date is: _____. *(refer to the stipulation offer for the date)*

4 STATEMENT OF SIGNATURE

I have personal knowledge the violating condition(s) have been corrected as per this affidavit and statement(s) attached.

Name <i>(print)</i>	Notarization State of New York, County of:	Notary Seal
Signature	Sworn to or affirmed under penalty of perjury day of 20	
Date	Notary Signature	

False certification is a criminal misdemeanor under sections 28-203.1.1 and 28-211.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or fine of up to \$25,000. It is also punishable with a civil penalty of up to \$25,000.

Submit this form with supporting documents at www.nyc.gov/dobnow. Use an eFiling account to login and select BIS Options. To create an eFiling account, visit www.nyc.gov/dobnowtips.