

**DISCLOSURE DOCUMENT REQUIREMENTS FOR DEED RESTRICTION MODIFICATION  
FORMS BY TYPE OF OWNERSHIP**

	Individual	Corporation	Limited Liability Corporation	Partnership	Sole Proprietorship
1. Verified Statement and Tax Affidavit	Yes <b>Individual</b>  original must be notarized	Yes <b>Corporation</b>  <b>Individual</b> for each shareholder with 20% or more ownership interest  originals must be notarized	Yes <b>Corporation</b>  <b>Individual</b> for each member with 20% or more ownership interest  originals must be notarized	Yes <b>Partnership</b>  <b>Individual</b> for each partner  originals must be notarized	Yes <b>Individual</b>  original must be notarized
2. Board of Directors Resolution		Yes affixed with corporate seal			
3. Incumbency Certificate of Secretary		Yes affixed with corporate seal			
4. Original Certificate of Good Standing from NYS Department of State		Yes	Yes		
5. Copy of Articles of Organization			Yes		
6. Copy of Operating Agreement			Yes		
7. Business Certificate				Yes for partnership as certified by the City Register or County Clerk's Office	Yes for sole proprietor as certified by the City Register or County Clerk's Office



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
REAL ESTATE SERVICES

VERIFIED STATEMENT AND TAX AFFIDAVIT  
(DEED RESTRICTION MODIFICATION OR REMOVAL)  
CORPORATION INCLUDING LIMITED LIABILITY COMPANY

State of New York

SS:

County of \_\_\_\_\_

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ being duly sworn, deposes and says:

1. I make this affidavit in connection with the deed restriction modification or removal for property:

Borough of \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

2. I am eighteen years of age or over;

3. I reside at \_\_\_\_\_;

and I am the \_\_\_\_\_ (title) of \_\_\_\_\_ (Corporation or LLC)

whose principal place of business is located at \_\_\_\_\_.

4. Neither this corporation or limited liability company, nor any other business entity or subsidiary, parent or affiliate in which this corporation or limited liability company holds a twenty percent (20%) or greater equity or voting interest, nor any trustee(s), director(s), officer(s) or shareholder(s) with voting interests or owning a total of twenty percent (20%) or more of any of the foregoing is or has been in default in or on any contract, obligation or agreement of any kind or nature whatsoever entered into with the City of New York, or any of its agencies, within a period of five (5) years prior to the date of the request for deed restriction modification or removal. Such obligations include, among other things, the obligation to pay in full all New York City property taxes and charges when due.

5. I understand that the requested deed restriction modification or removal is a discretionary action of the City of New York and accordingly if an investigation establishes to the Deputy Commissioner's satisfaction that any of the provisions in Paragraph 4 above has been violated, the Deputy Commissioner reserves the right to discontinue the deed restriction modification or removal.

6. I understand that for the purposes of determining ownership hereunder, the interests and defaults of any trustee(s), director(s) or officer(s) and any shareholder(s) having a total of twenty (20%) percent or more of its voting stock, ownership interest or control including the property owner's spouse shall be attributed to the individuals set forth. The interest and defaults of a business entity (and of any such business entity, subsidiary, parent or affiliate) in which the property owner or any subsidiary, parent or affiliate thereof or any trustee(s), director(s), officer(s) or shareholder(s) thereof has a total of twenty (20%) percent or greater ownership, voting interest or control shall be attributed to the property owner.

7. I understand that the Department of Citywide Administrative Services may request from the business entity a certification of the chain of title and/or a supplementary affidavit regarding any property located in the City of New York prior to the completion of the deed restriction modification or removal.

8. I acknowledge and understand that the representation and statements contained herein will be relied upon by the Department of Citywide Administrative Services and are an inducement to proceed with the deed restriction modification or removal.

IF YOU REQUIRE ADDITIONAL SPACE TO COMPLETE THE ANSWERS TO THE QUESTIONS BELOW, ATTACH ADDITIONAL PAGES TO THIS AFFIDAVIT.

9. The following, together with the attachment(s) hereto, if any, is a complete list of properties in which the involved business entity has an ownership interest and which are located in the City of New York, together with a statement as to each such property of any arrears in real estate taxes, sewer rents, sewer surcharges, water rates or assessments due and owing to the City of New York:

**Property Owned in the City of New York**

Location	Arrears		Comments
	Taxes & Other Assessments	Water Charges	
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
<b>Total</b>	\$	\$	

10. Is the Business Entity leasing any property from the City of New York?  YES  NO

(If YES, complete the following.)

N.Y.C. Agency	Location	Tenant Account Number	Monthly Rent	Current Balance
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			

11. A. Has the Business Entity previously purchased property from the City of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Date of Sale
	Borough/Block/Lot: Street Address:	
	Borough/Block/Lot: Street Address:	
	Borough/Block/Lot: Street Address:	

B. Does the Business Entity have an existing mortgage with the City Of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Acct. No.	Principal Amount	Monthly Rent	Current Balance
	Borough/Block/Lot: Street Address:		\$	\$	\$
	Borough/Block/Lot: Street Address:		\$	\$	\$
	Borough/Block/Lot: Street Address:		\$	\$	\$

12. I understand that this affidavit is made under oath and shall be subscribed to before a Notary Public. Any false statement may be punishable under the provisions of penal law relating to perjury. The failure to fully and accurately disclose all information requested will be grounds for a discontinuance of the deed restriction modification or removal.

\_\_\_\_\_ Signed By: \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name of Corporation or LLC Title:

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the \_\_\_\_\_ (title) of \_\_\_\_\_ (business entity) a duly formed corporation/company whose principal place of business is located at \_\_\_\_\_, the corporation/company described in and which executed the foregoing Verified Statement and Tax Affidavit, and that he/she signed his/her name by order of the Board of Directors; that he/she has read the foregoing Verified Statement and Tax Affidavit and knows the contents thereof and the same is true to his/her knowledge.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
REAL ESTATE SERVICES

VERIFIED STATEMENT AND TAX AFFIDAVIT  
(DEED RESTRICTION MODIFICATION OR REMOVAL)  
INDIVIDUAL

State of New York

SS:

County of \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, deposes and says:

1. I make this affidavit in connection with the deed restriction modification or removal for property:  
Borough of \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;
2. I am eighteen years of age or over;
3. I reside at \_\_\_\_\_;  
My mailing address is (if different from above) \_\_\_\_\_;
4. Neither I nor my spouse nor any other business entity or subsidiary, parent or affiliate in which I hold a twenty percent (20%) or greater equity or voting interest, nor any trustee(s), director(s), officer(s) or shareholder(s) with voting interests or owning a total of twenty percent (20%) or more of any of the foregoing is or has been in default in or on any contract, obligation or agreement of any kind or nature whatsoever entered into with the City of New York, or any of its agencies, within a period of five (5) years prior to the date of the request for deed restriction modification or removal. Such obligations include, among other things, the obligation to pay in full all New York City property taxes and charges when due.
5. I understand that the requested deed restriction modification or removal is a discretionary action of the City of New York and accordingly if an investigation establishes to the Deputy Commissioner's satisfaction that any of the provisions in Paragraph 4 above has been violated, the Deputy Commissioner reserves the right to discontinue the deed restriction modification or removal.
6. I understand that for the purposes of determining ownership hereunder, the interests and defaults of any trustee(s), director(s), officer(s) or shareholder(s) having a total of twenty (20%) percent or more of its voting stock, ownership interest or control including the property owner's spouse shall be attributed to the individuals set forth. The interest and defaults of a business entity (and of any subsidiary, parent or affiliate of such business entity) in which the property owner or any subsidiary, parent or affiliate thereof or any trustee(s), director(s), officer(s) or shareholder(s) thereof has a total of twenty (20%) percent or greater ownership, voting interest or control shall be attributed to the property owner.
7. I understand that the Department of Citywide Administrative Services may request from me a certification of the chain of title and/or a supplementary affidavit regarding any property located in the City of New York prior to the completion of the deed restriction modification or removal.
8. I acknowledge and understand that the representation and statements contained herein will be relied upon by the Department of Citywide Administrative Services and are an inducement to proceed with the deed restriction modification or removal.

IF YOU REQUIRE ADDITIONAL SPACE TO COMPLETE THE ANSWERS TO THE QUESTIONS BELOW, ATTACH ADDITIONAL PAGES TO THIS AFFIDAVIT.

9. The following, together with the attachment(s) hereto, if any, is a complete list of properties in which the undersigned has an ownership interest and which are located in the City of New York, together with a statement as to each such property of any arrears in real estate taxes, sewer rents, sewer surcharges, water rates or assessments due and owing to the City of New York:

**Property Owned in the City of New York**

Location	Arrears		Comments
	Taxes & Other Assessments	Water Charges	
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Total	\$	\$	

10. Are you leasing any property from the City of New York?  YES  NO

(If YES, complete the following.)

N.Y.C. Agency	Location	Tenant Account Number	Monthly Rent	Current Balance
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			

11. A. Have you previously purchased property from the City of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Date of Sale
	Borough/Block/Lot: Street Address:	
	Borough/Block/Lot: Street Address:	
	Borough/Block/Lot: Street Address:	

B. Do you have an existing mortgage with the City of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Acct. No.	Principal Amount	Monthly Rent	Current Balance
	Borough/Block/Lot: Street Address:		\$	\$	\$
	Borough/Block/Lot: Street Address:		\$	\$	\$
	Borough/Block/Lot: Street Address:		\$	\$	\$

12. I understand that this affidavit is made under oath and shall be subscribed to before a Notary Public. Any false statement may be punishable under the provisions of penal law relating to perjury. The failure to fully and accurately disclose all information requested will be grounds for a discontinuance of the deed restriction modification or removal.

\_\_\_\_\_  
 Individual Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_ being duly sworn, deposes and says that he/she is the individual who executed the foregoing Verified Statement and Tax Affidavit, and that he/she signed his/her name and that he/she has read the foregoing Verified Statement and Tax Affidavit and knows the contents thereof and the same is true to his/her knowledge.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Notary Public



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
REAL ESTATE SERVICES

VERIFIED STATEMENT AND TAX AFFIDAVIT  
(DEED RESTRICTION MODIFICATION OR REMOVAL)  
PARTNERSHIP

State of New York

SS:

County of \_\_\_\_\_

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ being duly sworn, deposes and says:

1. I make this affidavit in connection with the deed restriction modification or removal for property:

Borough of \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

2. I am eighteen years of age or over;

3. I reside at \_\_\_\_\_;

and I am a Partner of \_\_\_\_\_ (Partnership)

whose principal place of business is located at \_\_\_\_\_;

4. Neither this partnership nor any other business entity or subsidiary, parent or affiliate in which this partnership holds a twenty percent (20%) or greater equity or voting interest, nor any trustee(s), director(s), officer(s) or shareholder(s) with voting interests or owning a total of twenty percent (20%) or more of any of the foregoing is or has been in default in or on any contract, obligation or agreement of any kind or nature whatsoever entered into with the City of New York, or any of its agencies, within a period of five (5) years prior to the date of the request for deed restriction modification or removal. Such obligations include, among other things, the obligation to pay in full all New York City property taxes and charges when due.

5. I understand that the requested deed restriction modification or removal is a discretionary action of the City of New York and accordingly if an investigation establishes to the Deputy Commissioner's satisfaction that any of the provisions in Paragraph 4 above has been violated, the Deputy Commissioner reserves the right to discontinue the deed restriction modification or removal.

6. I understand that for the purposes of determining ownership hereunder, the interests and defaults of any partner(s), trustee(s), director(s) or officer(s) and any shareholder(s) having a total of twenty (20%) percent or more of its voting stock, ownership interest or control including the property owner's spouse shall be attributed to the individuals set forth. The interest and defaults of a business entity (and of any such business entity, subsidiary, parent, or affiliate) in which the property owner or any subsidiary, parent or affiliate thereof or any trustee(s), director(s), officer(s) or shareholder(s) thereof has a total of twenty (20%) percent or greater ownership, voting interest or control shall be attributed to the property owner.

7. I understand that the Department of Citywide Administrative Services may request from the partnership a certification of the chain of title and/or a supplementary affidavit regarding any property located in the City of New York prior to the completion of the deed restriction modification or removal.

8. I acknowledge and understand that the representation and statements contained herein will be relied upon by the Department of Citywide Administrative Services and are an inducement to proceed with the deed restriction modification or removal.



IF YOU REQUIRE ADDITIONAL SPACE TO COMPLETE THE ANSWERS TO THE QUESTIONS BELOW, ATTACH ADDITIONAL PAGES TO THIS AFFIDAVIT.

9. The following, together with the attachment(s) hereto, if any, is a complete list of properties in which the involved business entity has an ownership interest and which are located in the City of New York, together with a statement as to each such property of any arrears in real estate taxes, sewer rents, sewer surcharges, water rates or assessments due and owing to the City of New York:

**Property Owned in the City of New York**

Location	Arrears		Comments
	Taxes & Other Assessments	Water Charges	
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Borough/Block/Lot:	\$	\$	
Street Address:			
Total	\$	\$	

10. Is the Partnership leasing any property from the City of New York?  YES  NO

(If YES, complete the following.)

N.Y.C. Agency	Location	Tenant Account Number	Monthly Rent	Current Balance
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			
	Borough/Block/Lot:		\$	\$
	Street Address:			

11. A. Has the Partnership previously purchased property from the City of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Date of Sale
	Borough/Block/Lot:	
	Street Address:	
	Borough/Block/Lot:	
	Street Address:	
	Borough/Block/Lot:	
	Street Address:	

B. Does the Partnership have an existing mortgage with the City of New York?  YES  NO  
 (If YES, complete the following.)

N.Y.C. Agency	Location	Acct. No.	Principal Amount	Monthly Rent	Current Balance
	Borough/Block/Lot:		\$	\$	\$
	Street Address:				
	Borough/Block/Lot:		\$	\$	\$
	Street Address:				
	Borough/Block/Lot:		\$	\$	\$
	Street Address:				

12. I understand that this affidavit is made under oath and shall be subscribed to before a Notary Public. Any false statement may be punishable under the provisions of penal law relating to perjury. The failure to fully and accurately disclose all information requested will be grounds for a discontinuance of the deed restriction modification or removal.

Print Name of Partnership \_\_\_\_\_ Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he/she is a Partner of \_\_\_\_\_, a Partnership whose principal place of business is located at \_\_\_\_\_, and that he/she had authority to and did execute the foregoing Verified Statement and Tax Affidavit on behalf of said Partnership; that he/she has read the foregoing Verified Statement and Tax Affidavit and knows the contents thereof and the same is true to his/her knowledge.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Notary Public \_\_\_\_\_

**RESOLUTION OF THE BOARD OF**

**DIRECTORS OF**

**CORPORATION**

Upon motion duly made, seconded and voted upon,

**BE IT RESOLVED** that the corporation was authorized to execute documents from the City of New York for the deed restriction modification of the property known as **Block** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_ in the **Borough of** \_\_\_\_\_, for a price of \$ \_\_\_\_\_ as consideration for the deed restriction modification; and

**BE IT RESOLVED** that \_\_\_\_\_, President, and/or \_\_\_\_\_, Vice President, and each or either of them, is/are hereby authorized and directed to make the aforementioned payment, and take such other action and execute such other documents as may be necessary or desirable to consummate the aforesaid deed restriction modification on behalf of the corporation.

The above is certified to be a true copy of a resolution duly adopted by the Board of Directors of \_\_\_\_\_ Corporation at a meeting thereof, duly called, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at which meeting a quorum was present.

\_\_\_\_\_  
, Secretary

**Corporate Seal:**

**INCUMBENCY CERTIFICATE OF SECRETARY**

I, \_\_\_\_\_, the Secretary of \_\_\_\_\_

EIN# \_\_\_\_\_ certify that from my examination of the minute book and other pertinent records of said corporation now in my possession, and of my knowledge, the following persons are officers of said corporation and that the following are their true signatures:

PRESIDENT: \_\_\_\_\_  
(Print or Type) (Original Signature) (% Ownership)

S.S.# \_\_\_\_\_

VICE  
PRESIDENT: \_\_\_\_\_  
(Print or Type) (Original Signature) (% Ownership)

S.S.# \_\_\_\_\_

SECRETARY: \_\_\_\_\_  
(Print or Type) (Original Signature) (% Ownership)

S.S.# \_\_\_\_\_

TREASURER \_\_\_\_\_  
(Print or Type) (Original Signature) (% Ownership)

S.S.# \_\_\_\_\_

IN WITNESS WHEREOF, I have hereto set my hand and affixed the seal of \_\_\_\_\_  
\_\_\_\_\_ of New York, on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_.

\_\_\_\_\_

, Secretary

**(CORPORATE SEAL)**