## <u>Instructions for Requests to Modify Or Remove Deed Restrictions</u>

- 1. Complete and submit the online Intake Form
- 2. Download, print, complete, sign, and notarize the <u>Disclosure Documents</u>
- 3. Mail the following to DCAS at the below address:
  - a. completed Disclosure Document package
  - b. a copy of the current deed of ownership
  - c. any other document containing the deed restriction
  - d. any additional relevant documents

DCAS

Real Estate Services
Attention: Deed Restrictions
1 Centre Street, 20<sup>th</sup> Floor South
New York, NY 10007

4. Any questions? Contact DCAS

NOTE: Applicants are required to promptly report any changes in the information provided in the intake package that occur after the intake package is submitted while the request is pending.