

GENERAL INSTRUCTIONS FOR DISCLOSURE AND REPORTING FORMS

The following information is provided to assist successful bidders in completing the disclosure and reporting forms located on the DCAS auctions website. Successful bidders may choose to use the documents themselves or to prepare and submit the required information in another format.

In determining which documents are required to be completed by a successful bidder, please refer to the relevant sections of the Terms and Conditions, including "Lease or License Payments and Deposits; Disclosure" and "Minimum Net Worth". The following is additional information about the purpose and source of certain forms referred to in the Terms and Conditions, and is intended to assist successful bidders of various entity types in preparing submissions.

A. Corporation:

1. Resolution of the Board of the corporation authorizing participation in the auction or request for bids.
2. Incumbency Certificate disclosing the names of the officers and verifying their signatures.
3. Certificate of Good Standing issued by the State of New York verifying the corporation's status.

A Certificate of Good Standing (short form) verifies a corporation's status as a duly formed corporation in good standing with the State of New York. This document can be obtained from:

New York State Department of State
Division of Corporations
One Commerce Plaza
99 Washington Avenue, 6th Floor
Albany, NY 12231
(518) 473-2492

When requesting this form, a special handling fee is required. Expedited service is available at an additional cost.

B. Partnership or Sole Proprietorship:

A certified copy of **Certificate of Partnership** or **Certificate of Doing Business Under an Assumed Name** (in either case a "Certificate") pursuant to section 130 of the New York State General Business Law.

A blank form for the Certificate for a newly formed partnership or sole proprietorship can be obtained from a local stationery store. The partners or sole proprietor must complete and file the Certificate in the Office of the Clerk in the County in which the partnership or sole proprietorship is registered (see below). If the partnership or sole proprietorship is registered in the City of New York, the Office of the relevant County Clerk will have a certified copy of the Certificate; a certified copy of this certified copy can be obtained from that Office.

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MANHATTAN

County Clerk
60 Centre Street
Room 161
New York, NY 10007
(646) 386-5955

BRONX

County Clerk
851 Grand Concourse
Room 118
Bronx, NY 10451
(718) 618-3308

STATEN ISLAND

County Clerk
130 Stuyvesant Place
2nd Floor
Staten Island, NY 10301
(718) 675-7700

BROOKLYN

County Clerk
360 Adams Street
Room 189
Brooklyn, NY 11201
(347) 404-9756

QUEENS

County Clerk
88-11 Sutphin Blvd.
Jamaica, NY 11435
(718) 298-0608

PLEASE NOTE: THE BOROUGH OFFICES OF THE CLERK REQUIRE FIVE (5) BUSINESS DAYS TO ISSUE A CERTIFIED CERTIFICATE.