

Complete this form for any apartment where the annual visual inspection was not completed. Attach to this form and retain for at least 10 years: Copies of the written notice provided by certified, registered or first-class mail to the occupant of such units regarding the need to access the unit for inspection, including the date of mailing with proof of mailing, or similar documentation.

Building address _____

Owner/agent name _____

Borough _____

Property registration # _____

Owner/agent signature _____

Apt #	Is apt exempt from the required visual inspection?			Written notice to request visual inspection of the apartment mailed to the Occupant on this date:	Dates of attempted visual inspections			Reason unable to complete annual visual assessment of the apartment	
	No	Yes, has HPD exemption	Yes, apt is owner or shareholder occupied					Occupant never responded to the request for inspection	Occupant refused access to the apartment for inspection