

NOTICE TO TENANTS OF WORK TO BE PERFORMED

SAMPLE OF LETTER TO BE SENT TO TENANTS ON OWNER'S LETTERHEAD

Date:

RE:

Dear Tenant:

This is to inform you that, as the _____ of the above-referenced premises, I plan to begin work soon on the rehabilitation of your building.

In connection with this work, I will apply to the City of New York for tax abatement benefits available through Section 11-243.2 of the Administrative Code of the City of New York (J-51 R). All rehabilitation work will be carried out while you and other tenants remain in occupancy.

This letter, and the information it contains, is provided in compliance with the J-51 R requirement that tenants of the building be informed, at least 30 days but not more than 180 days prior to the start of the rehabilitation work, of:

1. the nature of the proposed rehabilitation work;
2. the identity of the owner or owner's representative; and
3. tenant's rights under applicable laws with respect to such work.

1. Rehabilitation work is expected to commence on approximately _____ months. Based upon present estimates, I am hopeful that the work can be fully completed within _____ months. The nature of the work planned is:

2. _____ will act as the owner's representative. You may contact him or her at _____, should you wish to discuss any problems you may experience as a result of the rehabilitation work.

3. You are entitled to have the work in your building completed in a sound, professional manner. You are also entitled to protection from conditions which would endanger you or your property, and to continued provision of heat, hot water, and other building services. It may, however, be difficult to complete this type of rehabilitation work without some inconvenience and there may be some temporary interruption of services while work is being done. Every effort will be made to minimize such inconvenience. If any serious problems arise, contact the owner or owner's representative at the telephone number provided above. If any conditions are serious enough to endanger your safety, contact the Office of Code Enforcement of the New York City Department of Housing Preservation and Development (HPD) and/or consult with an attorney. Finally, if you are subjected to any harassment, you should report your harassment complaint to HPD by calling 311 and/or emailing the Tenant Harassment Prevention Task Force at thpt@hpd.nyc.gov.

I fully intend to respect your rights while rehabilitation work is proceeding. It may be necessary to gain access to your apartment during the period of rehabilitation. This will, of course, be done at your convenience and you will be notified in advance. Your cooperation is requested so that work may be completed as quickly as possible.

Sincerely,
