

## **Frequently Asked Questions on Using a G704 as an Alternative to a Preclearance and Walkthrough**

### **Overview of G704**

A G704 is a Certificate of Substantial Completion issued by an architect after the Department of Buildings (DOB) issues a Temporary Certificate of Occupancy (TCO). This alternative process will expedite the move-in process for households with a subsidy.

For Family Homelessness and Eviction Prevention Supplement (FHEPS) and City Fighting Homelessness and Eviction Prevent Supplement (CityFHEPS) applications, owners may use a G704 instead of obtaining a unit health and safety clearance and scheduling an apartment walkthrough on newly constructed Housing Preservation & Development (HPD)/Housing Development Corporation (HDC)-financed and assisted new construction projects.

The Department of Social Services/Department of Homeless Services/Human Resources Administration (DSS/HRA/DHS) and HPD have an agreement to allow HPD's Construction Monitoring Unit oversight to serve instead of a walkthrough.

#### **1. How do I know if a building has a G704? Where do I get it?**

Only a subset of new buildings will have a G704. You can request a G704 from the building owner, marketing agent, or sponsor if you know the building was newly built and/or is affiliated with HPD. The most common scenario is when a client has won a unit in an HPD housing lottery. That building is likely to have a G704.

#### **2. What buildings cannot use a G704?**

The following buildings cannot use a G704:

- New construction units without HPD financing and with a tax exemption only (i.e., 421-a).
- Preservation and Rehab units financed through HPD.
- Units that are re-rentals.

**Please Note:** Units that fall under the above categories must pass the clearance and walkthrough process.

#### **3. What do I submit with the packet?**

Do not request a preclearance on the DSS Offer Registration website or conduct a walkthrough. Submit an executed G704 form and cover sheet instead of the Clearance Result form and Apartment Review Checklist in the subsidy application.

## **Frequently Asked Questions on Using a G704 as an Alternative to a Preclearance and Walkthrough (*continued*)**

### **4. What if the building has a G704, but the unit was previously occupied by another tenant?**

A G704 can only be used for initial occupancy. If unit is a re-rental, a preclearance and walkthrough is required.

### **5. How do I get a G704 on record with the City to avoid the preclearance and walkthrough requirement?**

When a G704 is issued for newly constructed HPD/HDC-financed and assisted new construction projects, it must be shared with HPD.

Here are the steps:

- A copy of the G704 must be submitted to HPD's Division of Building and Land Development Services (BLDS), and a copy must be submitted to Homeless Placement Services (HPS) if the owner intends to utilize this form for referrals.
- HPS will include the G704 in the subsidy package that is submitted to DSS. Also, a copy of the G704 must be submitted to HPD Marketing if the owner intends to utilize this form for lottery applicants with CityFHEPS.
- Upon receipt of the G704, the HPD Marketing supervisor will confirm the unit is under BLDS's jurisdiction and send an executed cover sheet back to the owner to include in their CityFHEPS subsidy packages.
- Submission of the G704 and an executed cover sheet from HPD will suffice in place of an apartment walkthrough. DSS and its partners will know upon receipt of an executed HPD cover sheet that the G704 may be accepted for clearance and that a walkthrough does not need to be scheduled.

**Please Note:** If a subsidy application with G704 is being submitted for a client who is living in the community, the G704 must be provided to the agency submitting the application.