

THE CITY OF NEW YORK  
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT  
OFFICE OF HOUSING PRESERVATION - DIVISION OF CODE ENFORCEMENT

## PRELIMINARY RESIDENTIAL PROPERTY TRANSFER

The NYC Housing Maintenance, Code requires owners of multiple dwellings to register their properties with the Department of Housing Preservation and Development or 2 family homes need not be registered if the owner lives in NYC. Failure to register is a violation of the law and may subject owners to fines of up to \$500, and to criminal penalties. In addition, failure to register may prevent the Owner or Managing Agent from binding certain actions before the NYC Housing Court, including recovery of possession of premises for non-payment of rent.

Upon receipt of this completed form, a pre-printed computerized "PROPERTY REGISTRATION FORM" will be forwarded to you as to new owner of the property. The Computerized form must be filled out completely. Incorrect pre-printed data may be corrected in the space provided.

TYPE OF RESIDENTIAL PROPERTY:                      Q MULTIPLE DWELLING (3 OR MORE UNITS)                      Q 1-2 FAMILY HOUSE

PROPERTY ADDRESS:			MDR NUMBER
Borough	House No.	Street Name	

**"2. RESPONSIBLE PARTY INFORMATION (If Individual or entity responsible for the property)**  
Indicate the relationship of the Responsible Party to the property by checking the appropriate box

Individual Owner                     
  Joint Owner                     
  Corp/Condo/Co-op Officer                     
  Partner                     
  Managing Agent

Other \_\_\_\_\_  
(Specify)

FIRST NAME:	M.I.	LAST NAME:	TITLE:
BLDG. NO. (BUS.):	STREET:		SUITE/RM.
CITY:	STATE:	ZIP:	9HON5                      EXT:
HOUSE NO. (RES)	STREET		APT.:
CITY:	STATE:	ZIP:	PHONE:
CORPORATION/PARTNERSHIP/ESTATE NAME (if applicable):			TAX ID NUMBER:

**S. SIGNATURE SECTION (sign and date this form and indicate your official capacity)**

Individual Owner   
  Joint Owner   
  Corporate Office   
  General Partner   
  Limited Partner   
 @ Receiver   
  Executor   
  Managing Agent   
  Other

SIGNATURE \_\_\_\_\_  
(specify)

PRIOR OWNER (if known) Name:	Address:
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### INSTRUCTIONS FOR USING THIS FORM

Please type or print in block letters. Using blue or black ink ONLY. DO NOT USE POST OFFICE BOX NUMBERS. ONLY ONE PROPERTY MAY BE REGISTERED ON THIS FORM. After completing the form, sign and date where required and submit to the Office of the City Register when you record your deed.

#### SECTION BY SECTION INSTRUCTIONS:

1. PROPERTY ADDRESS: Enter Borough, House Number, Street Name. Enter the Multiple Dwelling Registration (J4DR) Number, if known.
2. RESPONSIBLE PARTY INFORMATION: Enter either the person's name or a business name, and check the 'RELATIONSHIP' box. Enter a business address where mail is to be directed for this property, and/or a home address and associated telephone numbers. If a Corporation/Partnership/Estate name is used, the Tax ID Number MUST be entered
3. SIGNATURE SECTION: Sign and date this form. Indicate the capacity in which you are signing the form by checking appropriate box.

