Effective 10/09/2018, We will no longer accept any application (C of H, C of C, Decontrol, Rent control, VAP registration, or permits.) without the following information:

- Full name of owner
- Full address (No P.O. Box numbers)
- Contact phone numbers
- If “LLC” we must have managing agent along with letter of formation
- All C of H applications of 4 units or more must have superintendents name, address, phone number, and license number or copy of license.
- All C of C applications must have name, address, and phone number of buyer and seller.
- All VAP registration applications must have the name, phone number, and address of the owner, CEO or managing agent for the bank, LLC, or preservation company. All LLC’s must submit a letter of formation.

If the applications are not filled out completely as outlined above they will not be accepted.

Thank you for your cooperation

Mark J. Barner
Director