

## Emergency Repairs Violation Search

**TITLE #:**

**DATE:** 7/10/2023

**PREPARED FOR:**

**ORDER ID:**

**PREMISES:**

xxx xxxxxxxx STREET AKA:  
xxx xxxxxxxx STREET

**State:** NY **County:** KINGS

**Block:** xxxx **Lot:** 50

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**Emergency Repair Lien Book Charges Prior to July 1, 1999**

A search of the Department of Housing Preservation and Development's Emergency Repair Mainframe System shows the following:

**LIEN BOOK DATE:** 4/11/2023

**AMOUNT:\$** 0.00

**Emergency Repair Work in Progress Subsequent to July 1, 1999**

A search of the Department of Housing Preservation and Development's Building Charge Report shows the following:

See attached for work orders found and indexed against the above- mentioned premises as of the date of this search.

**IMPORTANT NOTICE ABOUT SEARCH INFORMATION HEREIN**

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<b>HPD#</b>	<b>RANGE</b>	<b>BLOCK</b>	<b>LOT</b>	<b>CD</b>
29xxxx	160-xxx	xxxxx	50	79601
<b>CENSUS TRACT</b>	<b>STORIES</b>	<b>A UNITS</b>	<b>B UNITS</b>	<b>OWNERSHIP</b>
xxxxx	4	47	0	PVT
<b>REGISTRATION#</b>		<b>CLASS</b>		
xxxxxx		B		

### BUILDING REPAIR CHARGE REPORT

Please review this report in its entirety, including all definitions and notes at the end. In addition to reviewing all information in this Building Repair Charge report, you should also fully review the Building Fee report and building Enforcement Charge report that are also available on HPD Online, which provide additional information about other New York City Department Of Housing Preservation And Development (HPD) Charges and Fees that have been billed or may be billed in the future by the New York City Department Of Finance (DOF).

**Charges:** This building repair charge report provides notice, as required by New York City Administrative Code §27-2144(a), of Work Orders issued by HPD and when known and finalized, their associated charges. Such Work Orders either have already resulted in associated charges being billed to the property or may result in charges associated with such Work Orders being billed in the future for the property. HPD Repair Charges, including, but not limited to, Emergency Repair Charges, Demolition Charges, Alternative Enforcement Program Charges, and 7A Financial Assistance (7AFA) Repair Charges are billed by DOF. For current amounts owed to DOF for outstanding HPD charges that have been billed by DOF, please consult the outstanding charges owed on the property tax bill for this property and the account balance owed to DOF for the property, both of which are available on DOF's website ([www.nyc.gov/dof](http://www.nyc.gov/dof)).

DOF's website provides the status of any charge listed on this report owed to DOF after that charge has been transferred to DOF by HPD (see the "DATE TRANSFERRED TO DOF" column on the below charts for the transfer date). The current amount owed to DOF for an HPD charge will reflect any interest accrued, any payment made, and any adjustment made after initial billing by DOF. Charges associated with HPD work orders are transferred to DOF for collection by DOF after HPD has paid the vendor who was retained for the work order or after a work order for which HPD staff have been asked to perform repairs has been closed.

Please be aware that this report does **NOT** include:

- Most demolition charges incurred prior to January 1, 2000.
- Most non-demolition charges incurred by HPD prior to July 1, 1999.
- Civil penalties imposed by the Housing Court for failure to comply with HPD issued

violations.

- Fees charged to the property by HPD for inspections or property registration. For information about these fees, you should fully review HPD's Building Fee Report, which is also available on HPD Online.
- Relocation charges billed to the property for relocation services paid for by HPD related to tenant relocation pursuant to a vacate order. For information about these relocation charges, you should fully review HPD's Relocation Charge Report, which is also available on HPD Online.

For information on amounts owed for demolition charges incurred prior to January 1, 2000 and for all non-demolition charges incurred by HPD prior to July 1, 1999, contact HPD's Financial Accounting Unit at (212) 863-6810 to verify the amount owed for those charges. For information on whether there are pending civil penalties and/or judgments owed for the property stemming from Housing Court litigation, see the Litigation tab of HPDONLINE.

The Charge Report will include information on the selected building. If there are multiple building(s) on this BBL, you must search each building separately to view work orders, fees, and relocation charges.

**Below are the Work Orders Issued by HPD:**

### Work Orders (16)

S.No.	WORK ORDER #	WORK ORDER TYPE	WORK ORDER REASON	AWARD AMOUNT	AWARD DATE
1	DMxxxxxx	DMO	Work Done by Others	\$0.00	-
	<b>TOTAL CHARGES</b>	<b>OP GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$0.00	G	12/16/2021	-	-
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	N	\$0.00	\$0.00	\$0.00	\$0.00
	<b>WORK COST</b>				
	\$0.00				
	<b>WORK ORDER DESCRIPTION</b>				
	immediate emergency for permanent sidewalk shed (1)				
	starting from building line erect steel pole sidewalk shed a				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
2	Exxxxxx	AOR	LL/Agent refused access	\$0.00	-
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$49.59	IRON	06/13/2008	07/07/2008	07/18/2008
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEE</b>	<b>SALES TAX</b>
	Y	\$0.00	\$40.19	\$6.03	\$3.37
	<b>WORK COST</b>				
	\$0.00				
	<b>WORK ORDER DESCRIPTION</b>				
	public area : at east front of building : put drop ladder back into guides. "remove all work related debris".				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
3	Exxxxxx	AOR	OMO Completed	\$0.00	-
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$199.48	IRON	11/13/2008	12/02/2008	12/10/2008
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	-	\$0.00	\$96.84	\$14.53	\$8.11
	<b>WORK COST</b>				
	\$0.00				
	<b>WORK ORDER DESCRIPTION</b>				
	at front of building adjust drop ladders to slide easily in the guide rods.				

<b>S.No.</b>	<b>WORK ORDER #</b>	<b>WORK ORDER TYPE</b>	<b>CLOSE REASON</b>	<b>AWARD AMOUNT</b>	<b>AWARD DATE</b>
4	EGxxxxx	OMO	Owner Refused Access	\$430.00	05/23/2016
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$158.88	GC	05/18/2016	05/27/2016	7/20/2016
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEE</b>	<b>SALES TAX</b>
	Y	\$0.00	\$100.00	\$50.00	\$18.88
	 <b>WORK COST</b> \$430.00				
	 <b>WORK ORDER DESCRIPTION</b> apt 3d >>>>>>>>>>>>>>>>>>> at the bathroom, properly trace and repair the source of the concealed water leak at the ceiling and walls. replace a				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSURE REASON	AWARD AMOUNT	AWARD DATE
5	EExxxxx	OMO	No Access	\$50.00	12/03/2013
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL CHARGES</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$74.44	C	11/06/2013	12/02/2013	01/17/2014
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	Y	\$0.00	\$50.00	\$20.00	\$4.44
	<b>WORK COST</b>				
	\$50.00				
	<b>WORK ORDER DESCRIPTION</b>				
	apt 4g: as per the requirement contract with hpd, repair 4 window guards throughout entire apartment.remove all work related debris. contra				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
6	EDxxxxx	OMO	No Access	\$925.00	10/24/2012
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$148.88	GC	10/15/2012	11/16/2012	01/18/2013
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	Y	\$0.00	\$100.00	\$40.00	\$8.88
	<b>WORK COST</b>				
	\$925.00				

**WORK ORDER DESCRIPTION**

at roof repair roof over bedroom and living room w/ cap sheet and roofing paper , cut out all bubbles , flash all seams 150 sq ft over apartment

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
7	ECxxxxx	OMO	OMO Completed	\$34.00	11/25/2011
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$45.52	DELETE	11/23/2011	11/29/2011	02/17/2012
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	-	\$0.00	\$34.00	\$8.50	\$3.02
	<b>WORK COST</b>				
	\$34.00				

**WORK ORDER DESCRIPTION**

perform total lead analysis of 08 dust wipe sample(s) via environmental protection agency (epa) sw8453050-7420 method utilizing flame atomic absorptio

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
8	ECxxxxx	OMO	OMO Completed	\$116.00	10/26/2011
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$155.30	GC	10/18/2011	10/24/2011	12/20/2011
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	-	\$0.00	\$116.00	\$29.00	\$10.00
	<b>WORK COST</b>				
	\$116.00				
	<b>WORK ORDER DESCRIPTION</b>				
	apt 4g: repair (4) window guards throughout entire apartment. rc # kc00199remove all work related debris.				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
9	ECxxxxx	OMO	OMO Completed	\$189.00	10/24/2011
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$253.02	C	09/29/2011	10/10/2011	12/20/2011
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	-	\$0.00	\$189.00	\$47.25	\$16.77
	<b>WORK COST</b>				
	\$189.00				
	<b>WORK ORDER DESCRIPTION</b>				
	public hall: repair a total of (7) window guards at public hall stairs all stories.rc # kc00199remove all work related debris. contractor m				

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
10	EAXxxxxx	OMO	No Access	\$713.00	04/20/2010
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$123.88	GC	04/07/2010	05/04/2010	07/20/2010
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	Y	\$0.00	\$100.00	\$15.00	\$8.88
	<b>WORK COST</b>				
	\$713.00				

**WORK ORDER DESCRIPTION**

replace with new the broken , defective or missing side at top ladder at rear yard fire escape.and (2) remove tree leaning on fire escape to stru

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
11	EAXxxxxxx	OMO	OMO Completed	\$16,000.00	08/21/2009
	<b>TOTAL CHARGES</b>	<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
	\$1,238.75	GC	08/11/2009	01/06/2010	08/19/2011
	<b>SERVICE CHARGES</b>	<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
	-	\$0.00	\$1,000.00	\$150.00	\$88.75
	<b>WORK COST</b>				
	\$16,000.00				

**WORK ORDER DESCRIPTION**

front bldg facadedemolish all defective spalling brickwork from the top of the 4th story lintels to the top of the parapet at the western most secti



S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
12	EAXxxxxx	OMO	OMO Completed	\$16,000.00	08/21/2009
<b>TOTAL CHARGES</b>		<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
\$0.00		GC	08/11/2009	05/25/2010	-
<b>SERVICE CHARGES</b>		<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
-		\$0.00	\$0.00	\$0.00	\$0.00
<b>WORK COST</b>					
\$16,000.00					

**WORK ORDER DESCRIPTION**

front bldg facadedemolish all defective spalling brickwork from the top of the 4th story lintels to the top of the parapet at the western most secti

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
13	EAXxxxxx	OMO	OMO Completed	\$16,000.00	08/21/2009
<b>TOTAL CHARGES</b>		<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
\$18,581.25		C	08/11/2009	01/06/2010	05/20/2010
<b>SERVICE CHARGES</b>		<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
-		\$0.00	\$15,000.00	\$2,250.00	\$1,331.25
<b>WORK COST</b>					
\$16,000.00					

**WORK ORDER DESCRIPTION**

front bldg facadedemolish all defective spalling brickwork from the top of the 4th story lintels to the top of the parapet at the western most secti

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
14	Exxxxxx	OMO	LL/Agent refused access	\$769.00	01/13/2009
<b>TOTAL CHARGES</b>					
\$86.36		<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
		GC	01/08/2009	02/03/2009	03/20/2009
<b>SERVICE CHARGES</b>					
-		<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
		\$0.00	\$70.00	\$10.50	\$0.86
<b>WORK COST</b>					
\$769.00					
<b>WORK ORDER DESCRIPTION</b>					
public area : at public hallway 1st story : replace missing handrail at south wall east section lobby ( are similar material as other handrails)."remo					

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
15	Exxxxxx	OMO	Order Completed	\$440.00	06/17/2008
<b>TOTAL CHARGES</b>					
\$540.00		<b>JOB GENERAL</b>	<b>CREATED DATE</b>	<b>INVOICE DATE</b>	<b>TRANSFERRED TO DOF</b>
		C	06/13/2008	09/08/2008	10/20/2008
<b>SERVICE CHARGES</b>					
-		<b>CHANGE ORDERS</b>	<b>CHARGE AMOUNT</b>	<b>ADMIN FEES</b>	<b>SALES TAX</b>
		\$0.00	\$440.00	\$66.00	\$36.85
<b>WORK COST</b>					
\$440.00					
<b>WORK ORDER DESCRIPTION</b>					
public area : at 1st floor : install marble tread at east side, #1 tread up from bottom. "remove all work related debris". non s.w.p.note: con					

S.No.	WORK ORDER #	WORK ORDER TYPE	CLOSE REASON	AWARD AMOUNT	AWARD DATE
16	Exxxxxx	OMO	OMO Completed	\$660.00	08/11/2005
	TOTAL CHARGES	JOB GENERAL	CREATED DATE	INVOICE DATE	TRANSFERRED TO DOF
	\$791.93	GC	08/05/2005	08/16/2005	11/22/2005
	SERVICE CHARGES	CHANGE ORDERS	CHARGE AMOUNT	ADMIN FEES	SALES TAX
	N	\$0.00	\$660.00	\$75.00	\$50.03
	WORK COST				
	\$660.00				
	WORK ORDER DESCRIPTION				
	apartment# 2ereplace defective apartment entrance door install new h-m type door including hardwares, prime and paint remove all work related debris				

### Total Charges Associated with all Work Orders on all building(s) on this report:

TOTAL CHARGES	ADMIN FEES	SALES TAX	GRAND TOTAL
\$17,xxx.xx	\$2,781.81	\$1,592.29	\$22,xxx.xx

**Note:** For any work order for which work and/or payment has not yet been completed, the amount to be owed for the charge associated with such work order may increase in the future from the amount now listed above, after the amount to be billed for the work order has been finalized in the future, which may also result in the "Total Charges Associated with all Work Orders on all building(s) on this report" amount above increasing.

### Definition for Column Headings for Work Orders Listed Above

**Work Order:** Lists a distinct identifier assigned to the work order.

**Work Order Type:** There are two work order types:

- OMO: (Open Market Order): Private vendors perform OMO work, making repairs in response to HPD solicitations to complete the work described.
- AOR: (Area Office Repair): Repair work performed by HPD personnel.

**Reason Closed:** Indicates the reason a work order that has already been closed has been closed if applicable.

**Award Amount:** After HPD and a vendor retained by HPD agree on the price to be paid for a work order based on the initial scope of work, this amount is defined as the award amount, which is listed in the 'Award Amount' column of this report. Since there is no award to an outside vendor when the work is completed by HPD, award amounts for AORs are blank. Award amount may not be final and are subject to change order increases or decreases.

Please note the following regarding award amounts for utility charges and Fireguard Charges:

- **Award Amount Note for Utility Charges:** The Award Amount on Utility OMOs is listed as \$1.00 because billing by the Utility Company occurs after the utility account is initially set up. Utility charges are billed on a continuous basis so long as HPD is paying for a utility account and accordingly, there can be numerous invoices for each Utility OMO. Charges that will be owed for utility services may not appear on this report until after the exact amount owed has been determined, which can take numerous months to occur. One charge being listed on this report for a Utility OMO indicates that other charges may be forthcoming for the same Utility OMO later. To find out if there will be future charges due for a Utility OMO in addition to the charges already listed, please call HPD's Utilities Unit at 212-800-7704. Utility charges will continue to accrue on an ongoing basis until the property owner opens an appropriate account for the service. Multiple Utility OMOs may exist for the same Utility account.
- **Award Amount Note for Fireguard Charges:** The award amount on a Fireguard OMO is initially listed as \$1.00 because the amount that the Fireguard provider will be awarded for the work order by HPD is determined only after a Fireguard(s) has been initially posted, and the final amount to be charged depends on how long the Fireguard is in place at the building. Each hour that a Fireguard is in place results in an additional amount being owed to the Fireguard provider and additional billing to the building owner. There can be multiple OMOs for each Fireguard and multiple invoices for each Fireguard OMO. Charges that will be owed for Fireguard services may not appear on this report until after the exact amount owed has been determined. This may take several months. One charge listed on this report for a Fireguard OMO indicates that other charges may be forthcoming for the same Fireguard OMO and/or another Fireguard OMO later. If you have any questions about the hazardous conditions that are resulting in a fireguard that is currently in place at the building, please call HPD's Special Enforcement Unit at 212-633-8611. Charges for Fireguard services will continue to accrue until the building owner cures the hazardous violating condition(s) that have resulted in the need for a Fireguard to HPD's satisfaction or provides its own licensed Fireguard service that is approved by HPD. All expenses incurred by HPD for the Fireguard service will be charged against the building and may become a tax lien pursuant to NYC Administrative Code §27-2144 if they remain unpaid.

**Award Date:** Indicates the date that a job was awarded to a contractor retained by HPD, if applicable.

**Total Charge:** When finalized, the amount listed in this column indicates the full amount for the charge associated with the stated work order to be transferred to DOF for collection by DOF, including administrative fee and sales tax amounts. The amount listed in this column may not yet be the final amount that will initially be billed by DOF unless and until there is a date stated in the Date Transferred to DOF column (i.e. until HPD has transferred the charge associated with the work order

to DOF to be billed by DOF).

**Job General:** Indicates the general category of the type of work performed. There are some special notes related to specific categories of job general:

- **7A Financial Assistance (7AFA) repair charges** are Court/Agency authorized charges for buildings in the 7A Management Program. For more information about whether a 7AFA funded repair is ongoing or completed, or if partial liens have been filed, or will be filed, call the 7AFA Program at (212) 863-7356
- **Utilities:** If a property is going to be sold or transferred, it is the responsibility of the parties involved to make sure that all utility bills for service provided by HPD are paid and that service provided by HPD is terminated. Utility Providers can take three or more months to invoice HPD; therefore all utility charges owed may not be posted on this Building Charge report at the time of transfer. To terminate utility service provided by HPD, please contact HPD's Utility Unit at (212)863-7704 for account termination and final invoice estimates.

**Created Date:** Indicates the date a work order was first created by HPD.

**Invoice Date:** Indicates that date that an invoice was received for the work order.

**Date Transferred to DOF:** Indicates the date that HPD transferred a charge associated with a work order to DOF for subsequent billing of the charge by DOF.

**Service Charge:** Indicates the amount HPD has been billed by a vendor by HPD, when applicable and known, with a charge stemming from the service charge to subsequently be billed to the owner. A service charge is paid by HPD and a vendor tries to address a condition pursuant to a work order and the work order is subsequently cancelled (for example, a service charge can be owed when there is no access to make a repair). If it appears in the Service Charge column and an amount is not present, then the amount that will be owed for the service charge has not yet been determined.

**Change Order:** When applicable, the change order amount listed indicates that modifications have been made to the original scope of work. When known, the amount of the change from the original award amount is listed in the Change Order Column. Change orders may result in either an increase or a decrease to the initial award amount and to the amount owed. Change order information will be available only for OMC award work on or after August 1, 2011.

**Invoice Approved Amount:** When finalized, indicates the amount approved for direct payment to a contractor retained by HPD (or the amount for labor and materials for work performed by HPD employees for AOR work orders).

**Admin. Fee:** Indicates the Administrative Fee amount associated with the listed work order when finalized (prior to being finalized this amount may appear as \$0.00 initially prior to payment to a contractor occurring or the amount to be owed for an AOR being finalized).

**Sales Tax:** Indicates the Sales Tax associated with the listed work order (prior to being finalized, this amount may appear as \$0.00 initially prior to payment to a contractor occurring or the amount to be owed for an AOR being finalized).

**Submitting FOIL Requests:** If you would like to request record(s) from HPD, you may request such

**xxx xxxxxx Street, Brooklyn, 11225**

Generated on 07/10/2023



records by submitting a Freedom of Information Law (FOIL) request. Please submit your FOIL request through NYC OpenRecords. Please note that HPD no longer accepts FOIL requests by email. If you prefer to submit a written FOIL request, please mail your request to HPD at:

HPD Records Access Officer

100 Gold Street, Room 4-O3

New York, NY 10038

More information about submitting a FOIL Request to HPD is available on HPD's website:  
<https://www.nyc.gov/site/hpd/contact/foil.page>

SAMPLE