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HOLDOVER INTAKE FORM Date _____

CLIENT NAME _____ Residential Commercial

(Billing address): _____ Email address: _____

Telephone # _____ Fax # _____

Landlord:

Name of Officer/Partner/Member _____ Title Sabbath Observant: Yes No

Tenant(s):

Others/Under-tenants

Sub-tenants/Occupant

Address: _____ Apartment
Store

Additional mailing Address/or
Alternate billing, etc.
Commercial Description: _____

GENERAL BUILDING INFORMATION-PLEASE CHECK ALL THAT APPLY

- legal single family house legal two family legal three family residential dwelling 5 or less units*
 residential dwelling w/ 6 or more units combined commercial/residential* commercial condo coop
 charitable housing development Unregulated (indicate reason) _____

*INDICATE NUMBER AND/OR TYPE OF UNITS: _____

If property is outside of New York City, taxes are paid to: _____

Name of Registered Agent: _____ Address: _____

MDR _____ (premises consisting of more than 3 legal units must be registered)

LEASE AND TENANCY INFORMATION-PLEASE CHECK ALL THAT APPLY

- Month to Month Tenancy* Rent stabilized Rent Control ETPA
*RENT DUE THE _____ OF EACH MONTH

- Sec. 8-voucher based (indicate type) Sec.8 Project based (indicate type/provide agreement) Coop Proprietary Lease
 HPD HUD Coop Sublease
 NYCHA NYCHA
 DHCR HPD
 DHCR

If there is a regulatory agreement with a government agency, indicate which agency(ies) and date(s) of agreement(s):

If there is a lease between the parties which is not subject to Rent Stabilization, Rent Control or ETPA please indicate the reason the premises is exempted:

Original Lease attached not avail. Commencement Date ____/____/____ to ____/____/____

Current Lease Renewal attached not avail. Effective ____/____/____ to ____/____/____

RENT INFORMATION

Monthly rent/maintenance or use & occupancy: \$ _____ Total Due \$ _____ thru

Grounds for Proceeding: _____

IN ORDER TO COMMENCE A HOLDOVER SUMMARY PROCEEDING YOU MUST COMPLETE ALL OF THE ABOVE INFORMATION. IN ADDITION, PLEASE FORWARD (if applicable) COPIES OF THE ORIGINAL LEASE AGREEMENT, MOST RECENT LEASE RENEWAL, RENT HISTORY AND ANY WRITTEN CORRESPONDENCE WHICH WILL SUBSTANTIATE THE GROUNDS FOR THIS PROCEEDING. Example; GROUNDS FOR NUISANCE CASES MUST INCLUDE THE TYPE OF THE OBJECTIONABLE CONDUCT AND THE DATES AND TIMES IN WHICH THE INCIDENTS OCCURRED.

ALL OTHER CASES PENDING AGAINST THIS TENANT:

Informant: _____
Info taken by: _____

Fee \$ _____ /Disb. _____
Case# _____