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HOLDOVER INTAKE FORM

Date

Novick's Client's Name _____ Residential ☐ Commercial ☐

(Billing address): Email address:

Telephone # _____ Fax #_____

Landlord:

Name of Officer/Partner/Member Title

Tenant(s): Sabbath Observant: Yes ☐ No ☐

Name all occupants 18 years plus

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 _____ DAY OF EACH MONTH

(☐) Sec. 8-voucher based (indicate type)
(☐) HPD
(☐) NYCHA
(☐) DHCR

(☐) Sec.8 Project based (indicate type/provide agreement)
(☐) HUD
(☐) NYCHA
(☐) HPD
(☐) DHCR

(☐) Coop Proprietary Lease
(☐) Coop Sublease

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 (☐) Commencement Date if 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.

LIST ALL OTHER CASES PENDING AGAINST THIS TENANT:

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