

CERTIFICATION OF AMOUNTS CLAIMED DUE

As an employee/owner of \_\_\_\_\_ it is my obligation to review rent records and determine which tenants are in arrears and the amount of those arrears. I certify that I have reviewed the books and records we maintain regarding the rents due from the tenants identified on the attached printouts. Those records are accurate and that the amounts set forth for collection are correct amounts due.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**PLEASE CHECK BOX IF PREDICATE LETTER WAS SENT:**

YES

NO

BILL TO: \_\_\_\_\_

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ADDRESS OF BUILDING \_\_\_\_\_

LANDLORD \_\_\_\_\_

MDR # \_\_\_\_\_ AGENT \_\_\_\_\_

DHCR OR RENT STABILIZATION # \_\_\_\_\_

***BOOK NUMBER	Tenants Name	Apt. No.	Floor	Rent per Month	Total Due	Controlled	*Due Date	**Stabilized	Check if Lease	Specify Which Months Are Due	Additional Charges if Any
1.											
2.											
3.											
4.											
5.											

\*Indicate Only In *Not* 1st of Month Tenancy  
\*\*Indicate Which of Following Applies

<p><b>Stabilized Apartments</b>  05 STABILIZED BEFORE 6/30/ 71 AND SAME TENANTS  06 STABILIZED BEFORE 6/30/ 71 RERENTED BEFORE 7/1/74  07 ETPA 1974 RERENTED AFTER 7/1/74  08 VACANCY DECONTROLLED RERENTED BEFORE 7/1/74  10 BUILT AFTER 3/10/69 AND STABILIZED 7/1/74  22 BUILT AFTER 7/1/74 WITH J51 OR 421A TAX ABATEMENT</p>
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**\*\*\* BOOK NUMBER IS FOR OFFICE USE ONLY**