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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): _____ Is Occupant Sabbath Observant: Yes No

Name all occupants/subtenants 18 years plus

Address: _____ Apt./Store _____

Alternate mailing address(es) of tenant

Occupant's Phone & Email

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

() Non-Profit/charitable housing building () 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)

RESIDENTIAL LEASE AND TENANCY INFORMATION-PLEASE CHECK ALL THAT APPLY

() Unregulated/Free Market () Rent Stabilized/ETPA () Rent Control () Non-Profit Supportive Housing

*RENT DUE THE _____ DAY OF EACH MONTH

() Sec. 8-voucher based (indicate type) () Sec.8 Project based (indicate type) () Coop Proprietary Lease () Unlicensed Scatter-Site

() HPD () HUD () Coop Sublease

() NYCHA () NYCHA () Month to Month Tenancy

() DHCR () HPD () Licensed OMH Housing

() DHCR () Transitional/Non-Permanent Housing

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

Original Lease () attached () Commencement Date if not avail. ____/____/____ 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:

TENANT PRIMARY LANGUAGE:

HAS RESIDENTIAL TENANT APPLIED FOR EMERGENCY RENTAL ASSISTANCE PROGRAM:

IF SO, IS APPLICATION STILL PENDING