

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION OF REAL ESTATE SERVICES

Landlord Disclosure Form

FOR AGENCY USE ONLY

DRES Project No. _____

Agency for which property will be used: _____

INSTRUCTIONS

- If applicant is the landlord (owner of record), complete the Landlord Disclosure Form BOA-1
- If the applicant is the Sub-Landlord, complete both the Landlord and Sub-Landlord Disclosure Forms BOA 1 & 2

Property to be leased

Address: _____
 Borough: _____
 Block and Lot: _____
 Zip Code: _____
 Floor(s)/Room: _____

NOTE: If additional space is needed to complete any question(s), attach and reference the selected number of additional sheets.

I. Identity of Landlord

1. Name: _____
 Address: _____
 Borough: _____
 Zip Code: _____

2. Federal Tax Identification Number: _____

3. Landlord's Legal Status:
 _____ Individual, Sole Proprietor _____ Corporation
 _____ Partnership _____ Not-For-Profit

3a. **Corporate Landlord** - Attach a Certificate of Good Standing.
Individual / Sole Proprietor or Partnership - Attach Certificate of Doing Business Under an Assumed Name (Business Certificate).

4. If a Partnership, names and addresses of partners (including limited partners of 10% or more):
 If a Corporation, names and addresses of principals (officers and directors) and owners of 10% or more of the outstanding shares:

Note: If partner or corporate shareholder is another partnership or corporation, provide names and addresses of principals (corporate officers and directors and/or names of individual partners).

If a Not-For-Profit, names and addresses of officers and directors:

a.	Name: _____	Address: _____
	City: _____	State: _____
b.	Name: _____	Address: _____
	City: _____	State: _____
c.	Name: _____	Address: _____
	City: _____	State: _____

4. Name: _____ Address: _____
City: _____ State: _____

5. Managing Agent or Broker, if any:
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

II. Landlord's Real Estate Background

6. If landlord has filed a disclosure statement with the City within the past 12 months state date of filing, address of property and explain any material change which has occurred since the previous filing:

7. List all property owned or managed by landlord in NYC within the last five years, including name and address of owner of record for each property managed by landlord.

Address: _____
Borough: _____ Block and Lot: _____
Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Address: _____
Borough: _____ Block and Lot: _____
Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____

7A. Landlord must complete the attached Credit Information Authorization Form and attach a description of any mortgage or other liens against the premises.

8. Are any of the properties owned or managed by landlord in arrears with respect to the following obligations, if so identify the property and amount owed:

	Property	Amount owed
Real Estate Taxes	_____	_____
Water/Sewer Rents and Charges	_____	_____
Other municipal or government charges	_____	_____

9. Has any property owned or managed by landlord, or by any business entity in which applicant is/was a partner or principal, been involved in a foreclosure proceeding within the past 10 years?

Yes ☐

No ☐

If yes, identify the property, date of the commencement of the foreclosure proceeding and circumstances:

Address: _____
Borough: _____ Block and Lot: _____
Date of foreclosure: _____
Comments: _____

10. List all real property landlord has leased (include properties under license and permit for use or possession from or to the City within the past five years by street address, borough, block, and lot. Indicate date and term of lease(s).

a. City is Landlord: _____ City is Tenant: _____
 Address: _____
 Borough: _____ Block and Lot: _____
 Floors: _____ Size: _____
 Base Rent: _____ Term: _____
 Commencement: _____ Expiration: _____
 Owner (if City is Tenant)/Tenant (if City is Landlord) _____

b. City is Landlord: _____ City is Tenant: _____
 Address: _____
 Borough: _____ Block and Lot: _____
 Floors: _____ Size: _____
 Base Rent: _____ Term: _____
 Commencement: _____ Expiration: _____
 Owner (if City is Tenant)/Tenant (if City is Landlord) _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

11. Is landlord currently in arrears and/or in default on any obligations relating to any property identified in section 10 above?

Yes ☐

No ☐

If yes, specify and explain reason for the default(s):

Address: _____
 Borough: _____ Block and Lot: _____
 Arrears/Default: _____

12. Has landlord been in default on any of it's obligations relating to real property which landlord owned or managed within the past 5 years?

Yes ☐

No ☐

If yes, specify and explain:

Address: _____
 Borough: _____ Block and Lot: _____
 Default: _____
 Comments: _____

13. Has landlord been the successful bidder on and/or purchased/leased any real property from the City in the past five years?

Yes ☐

No ☐

If yes, identify addresses of each property and date of the successful bid and /or purchase/lease:

a. Address: _____
 Borough: _____ Block and Lot: _____
 Bid: _____ Date: _____
 Purchase/Lease: _____ Date: _____

b. Address: _____
 Borough: _____ Block and Lot: _____
 Bid: _____ Date: _____
 Purchase/Lease: _____ Date: _____

14. Is landlord in default on any obligations relating to the bid and/or purchase/lease of any property listed above?
 Yes ☐ No ☐

If yes, specify and explain:

Address: _____
 Borough: _____ Block and Lot: _____
 Default: _____
 Comments: _____

III. General Background:

This section must be completed by all landlords **unless**:

- A. landlord has filed a disclosure form within the past 12 months, in which case, applicant must explain any material change which has occurred since the previous filing for each question below; or
- B. landlord is the owner of record and is a corporation listed on a national exchange or other regulated entities (e.g., insurance companies, public utilities).

Answer each question below with respect to the landlord and each of its principal/partners, officers, directors, and owners of 10% or more of the outstanding shares):

15. Are there any judgments outstanding against you resulting from lawsuits brought by the Division of Real Estate Services (DRES), the Department of Citywide Administrative Services (DCAS) or the City of New York?

Yes ☐ No ☐

If yes, state:

Court: _____
 County: _____ State: _____
 Date: _____ Docket Number: _____
 Type: _____ Amount of Judgement: _____

16. Have you ever been convicted of a crime (excluding minor traffic violations?)

Yes ☐ No ☐

If yes, specify:

Court: _____
 County: _____ State: _____
 Nature of Crime: _____
 Date of Judgement: _____ Date of Sentencing: _____
 Sentence Imposed: _____

17. Have you ever been barred from bidding or declared non-responsible by any local, state, or federal government agency, entity or authority?

Yes ☐ No ☐

If yes, explain:

18. Have you ever been declared in default on any local, state or federal contract?

Yes ☐ No ☐

If yes, explain:

19. Are you currently in arrears with respect to any obligation to local, state or federal governmental entity?

Yes ☐

No ☐

20. Have you ever filed for protection under the bankruptcy laws, been declared bankrupt, or placed under receivership?

Yes ☐

No ☐

If yes, explain:

21. Are you currently a party in any lawsuit in which DRES, DCAS or the City of New York is also a party?

Yes ☐

No ☐

If yes, state:

Court: _____
 County: _____ State: _____
 Docket Number: _____
 Nature of Lawsuit: _____

22. Are you, your spouse or your dependents employed or ever been employed by the City of New York?

Yes ☐

No ☐

If yes, state:

Employee's Name: _____ Date Employment Commenced: _____
 Relationship: _____ Date Employment Ended (If applicable): _____
 Title: _____
 Agency: _____
 Work Address: _____

STATE OF NEW YORK }
COUNTY OF } SS.:
 }

Under penalty of perjury and to induce the City of New York by its Department of Citywide
Administrative Services, Division of Real Estate Services to enter into a _____
I affirm that I am authorized to sign this form on behalf of _____
(enter Landlord's Name) and that all of the information contained herein is true and correct to the best of my knowledge
and belief. I understand that additionally, the willful making of a false statement herein shall constitute a basis for the
recision of the proposed _____

(Print Name)

Title: _____

Signature: _____

Sworn to before me

this _____ day of

_____, 19__

(Notary Public)

AFFIDAVIT

I affirm that I am authorized to sign this form on behalf of _____

(Enter Landlord's Name) and that all information contained herein is true and correct to the best of my knowledge and belief.

I understand that the willful making of a false statement herein shall constitute a basis for the rescission of the proposed lease.

PRINT NAME: _____

TITLE: _____

SIGNATURE: _____

NEW YORK CITY CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES
CREDIT INFORMATION AUTHORIZATION FORM

DRES Project No.: _____ Premises Address: _____

Applicant's Name _____ Borough _____ Block _____ Lot(s) _____

I understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement (The Statement) in determining my eligibility to lease the subject commercial property. The City may obtain a credit report(s) on me in connection with this application or any lease or occupancy relating thereto. If I ask, the City will tell me whether it has obtained a credit report and the name of the credit bureau.

Further, I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Division of Real Estate Services pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

The Statement is intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Division of Real Estate Services discovers any material misrepresentation, omission or false statement, the Division of Real Estate Services will not enter into a lease, license, permit or other agreement for use and/or possession of real property.

1) Individual's Name (print)

1) Individual's Name (print)

2) Individual's Signature

2) Individual's Signature

Sworn to and subscribed before me

Sworn to and subscribed before me

this _____ day of _____, 19__

this _____ day of _____, 19__

Notary Public or Commissioner of Deeds

Notary Public or Commissioner of Deeds

Name of Entity (Print)

Name of Officer/Title

Signature of Officer

Sworn to and subscribed before me

this _____ day of _____, 19__

Notary Public or Commissioner of Deeds

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