THIS BUILDING HAS BEEN ISSUED A SUMMONS FOR A VIOLATING CONDITION BY THE NYC DEPARTMENT OF BUILDINGS (DOB).

WHAT YOU SHOULD KNOW. . .

- If the summons was issued for a condition outside of an occupied unit, the owner of the building must post a copy of the summons and this flyer in the lobby where they can be easily seen.

- If the summons was issued for a condition in one of the occupied units in the building, the owner must give a copy of the summons and this flyer to the resident of the unit and to the residents of the occupied units near that unit.

- To view a copy of the summons, enter the building address in the **Summons Finder** on the New York City Office of Administrative Trials and Hearings (OATH) website at **www.nyc.gov/OATH**.

WHAT HAPPENS NEXT?

The person or entity named as the **Respondent** in the summons is charged with the violation and is responsible for responding to the summons. The Respondent must respond to the summons by:

- admitting to the violation and **curing** the summons (correcting the violating condition and submitting an acceptable Certificate of Correction to DOB); *or*

- admitting to the violation by accepting a stipulation agreement with DOB; *or*

- admitting to the violation by paying the penalty prior to the scheduled hearing date; *or*

- attending the scheduled hearing at OATH to dispute the summons.

If the Respondent does not do any of the above in response to the summons, the Respondent may face default penalties of up to *$25,000*, depending on the violation.

CAN I ATTEND THE HEARING?

OATH hearings are open to the public. If you are not the Respondent but want to participate in the hearing, appear at OATH on the scheduled hearing date and ask the Hearing Officer conducting the case whether you will be permitted to speak. People who are affected by the outcome of the case may sometimes be allowed to testify during the hearing.

- **To learn more about DOB-issued violations visit DOB's website at www.nyc.gov/BUILDINGS.**

- **To learn more about hearings at OATH visit OATH's website at www.nyc.gov/OATH.**

NYC Buildings