



Village of Great Neck

61 Baker Hill Road, Great Neck, NY 11023
Tel: 516-482-0019 Fax: 516-482-2606

ALL OWNERS AND/OR AGENTS OF MULTIPLE DWELLINGS

PLEASE TAKE NOTICE that in accordance with the provisions set forth in the Code of the Incorporated Village of Great Neck, New York, Article V, Section 321.50:

EVERY OWNER or his agent of a multiple dwelling is required to submit to the Housing Department between **June 1st and July 1st** of each year separate written reports of equipment inspected.

WRITTEN REPORTS OF INSPECTIONS relating to the operating condition and all devices connected therewith and the compliance with or lack of compliance with provisions of the Village of Great Neck Code and New York State Fire Code are required on the following:

1. BOILERS
2. OIL AND GAS BURNERS, ELECTRICAL HEATING EQUIPMENT
3. COMPACTORS (IF APPLICABLE)
4. FIRE SAFETY IN KEEPING WITH NEW YORK STATE FIRE CODES:
 - a. FIRE EXTINGUISHERS
 - b. FIRE ESCAPES
 - c. SMOKE DETECTORS
 - d. CARBON MONOXIDE DETECTORS
 - e. SPRINKLING SYSTEMS
5. ELEVATORS (INSPECTION REQUIRED TWICE YEARLY, JANUARY AND JULY)
6. DRYER INSPECTION REPORT
7. GARAGE INSPECTION REPORT

ALL WRITTEN REPORTS SHALL BE FILED WITHIN THIRTY (30) DAYS AFTER THE EQUIPMENT HAS BEEN INSPECTED. Such inspection shall be made and certified by persons, firms or corporations qualified to service the equipment involved at the above reference to premises.

FAILURE TO FILE SAID WRITTEN REPORTS OF INSPECTIONS BETWEEN JUNE 1ST AND JULY 1ST 2017 AS SET FORTH IN THE CODE WILL RENDRE THE VIOLATORS LIABLE TO THE PENALTIES THEREIN PROVIDED.

VILLAGE OF GREAT NECK

OWNERS STATEMENT ON MULTIPLE DWELLINGS

All information is to be filled in, either typed or printed and a check made payable to the Village of Great Neck in the amount of \$100.00 for 3-4 units, \$200.00 for 5-8 units or \$500.00 for 9 more units. All pages and appropriate fees are to be returned on or before July 1 to the Housing Department, Incorporated Village of Great Neck, 61 Baker Hill Road, Great Neck, New York, 11023. Failure to file said statement by July 1, will render you liable to the penalties provided for in the code.

1. LOCATION OF BUILDING _____
2. NUMBER OF UNITS _____ fees _____ Number of floors _____
3. OWNERS NAME: _____
4. ADDRESS _____
5. TELEPHONE # _____
6. FAX# _____
7. EMAIL ADDRESS _____
8. NAME OF CORPORATION, COMPANY, OR INDIVIDUAL THAT ALL CORRESPONDENCE IS TO BE DIRECTED (INCLUDING FULL ADDRESS AND TELEPHONE NUMBER.) _____

9. NAME, ADDRESS, TELEPHONE OF OPERATING AGENT (IF ANY):

10. NAME, ADDRESS, TELEPHONE OF SUPERINTENDENT (WHERE APPLICABLE): _____

11. In case of emergency, person responsible:
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____

I, _____, hereby certify that the above statement of ownership and tenancy is a true copy, and I further understand that any changes in said Owners Statement occurring after the filling date will be forwarded to the Building Department pf the Incorporated Village of Great Neck within thirty (30) days of said change.

I further certify that I have installed smoke detectors and carbon monoxide detectors in keeping with New York State Fire Codes _____

Initials required

SIGNED _____

DATED _____

