



# Village of Great Neck

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

Mayor  
Pedram Bral

Trustees  
Steven Hope.  
Anne Mendelson  
Norman Namdar  
Barton Sobel

May 15, 2017

## 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 any 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 Codes 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) SPRINKLER SYSTEMS
5. ELEVATORS (INSPECTION REQUIRED TWICE YEARLY;  
JANUARY AND JULY)

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 1<sup>ST</sup> AND JULY 1<sup>ST</sup> 2017 AS SET FORTH IN THE CODE WILL RENDER THE VIOLATORS LIABLE TO THE PENALTIES THEREIN PROVIDED.

VILLAGE OF GREAT NECK  
BUILDING DEPARTMENT

smr/

PART I

**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 or more units. All pages and appropriate fees are to be returned on or before July 1, 2015 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, 2016 will render you liable to the penalties provided for in the code.

1. LOCATION OF BUILDING

2. NUMBER OF UNITS \_\_\_\_\_ FEE \_\_\_\_\_ NUMBER OF FLOORS \_\_\_\_\_

3. OWNERS NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE# \_\_\_\_\_ FAX# \_\_\_\_\_  
OR PRINCIPAL'S NAME  
\_\_\_\_\_

4. NAME OF CORPORATION, COMPANY OR INDIVIDUAL THAT ALL CORRESPONDENCE IS TO BE DIRECTED (INCLUDING FULL ADDRESS AND TELEPHONE NUMBER).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. NAME, ADDRESS, TELEPHONE OF OPERATING AGENT (IF ANY):  
\_\_\_\_\_  
\_\_\_\_\_

6. NAME, ADDRESS, TELEPHONE OF SUPERINTENDENT (WHERE APPLICABLE):  
\_\_\_\_\_  
\_\_\_\_\_

7. IN CASE OF EMERGENCY, PERSON RESPONSIBLE:

NAME	TELEPHONE NUMBER (DAY)	EVENING
_____	_____	_____
_____	_____	_____

I, \_\_\_\_\_, hereby certify that the above Statement of Ownership and Tenancy is a true copy, and I further understand that any changes in said Owner's Statement occurring after the filing date will be forwarded to the Building Department of 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 \_\_\_\_\_

