



**DEPARTMENT OF HOUSING PRESERVATION
AND DEVELOPMENT**
JERILYN PERINE, Commissioner

Office of the Commissioner
BUDGET, FISCAL AND ENGINEERING AUDIT
100 GOLD STREET, NEW YORK, N.Y. 10038

DIANE LIPSET, Associate Commissioner
GARY WEISS, Assistant Commissioner / Fiscal Operations

APPLICATION FOR HPD ERP CREDIT BALANCE REFUND

Applicant Name: _____

For Property: _____

Borough/Block/Lot: _____

Refund Amount: _____ (To Be Verified)

Applicant Address: _____

Applicant Tax ID: _____

Applicant Telephone/Fax: _____ / _____

**Request Must be Accompanied With Copy of Front and Back of Recorded Deed
Copies of Cancelled Checks (Front and Back) Should be Attached
Application Must be Notarized**

If request is made other than a Sole Proprietor, Person signing the form needs to identify him/herself as either Partner, Corporate Officer and/or Stockholder by specific title and form must have Corporate Seal affixed.

Applicant by signing this form, affirms that: he/she has the right to make this request and receive this refund; that no other entity is entitled to said refund; that this property does not owe any other money to the City of New York and that no other property under entity ownership owes money to the City of New York.

Date: _____

Signature: _____

Print Name: _____

Sworn Before Me This
_____ Day of _____, 200

Return to ERP Accounting, Room 8M
At 100 Gold Street Address Above

