

**SERVICE NOTICE**

**COVID-19 Response: Loft Board**

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Pursuant to Governor’s Executive Order 202.8 and 202.14, the deadlines for filing documents with the Loft Board, as required by the Loft Board’s rules, are tolled until May 7, 2020. Therefore, as part of the citywide response to the Coronavirus, Loft Board customers are being urged to wait until May 7<sup>th</sup> to file any documents that must, according to the Loft Board’s rules, be filed in person or by mail. Where the law and rules allow submission via other methods, communications and documents should be submitted by email to [nycloftboard@buildings.nyc.gov](mailto:nycloftboard@buildings.nyc.gov).

Effective Monday, April 6, 2020, customers who wish to file documents before May 7th may either mail or drop-off their documents in the designated drop-off box located in the lobby of 280 Broadway, New York, NY. Drop-offs are accepted on Thursdays from 9:00 am to 2:00 pm.

If a fee is required, attach a check or money order for the amount owed payable to NYC Loft Board. No credit card payments will be accepted.

For questions contact 212-393-2616 or [nycloftboard@buildings.nyc.gov](mailto:nycloftboard@buildings.nyc.gov).