
Date

Brooklyn Borough President's Office
209 Joralemon Street - Rm. 340
Brooklyn, New York 11201

Dear Topo Staff:

I am requesting address verification of the following property located in the Borough of Brooklyn:

Block: _____ Lot: _____

Address: _____
(see reverse for background information requirements)

This information is needed because (attach additional sheets if necessary):

Four horizontal lines for providing reasons for the request.

Submitted by,

Signature

Print name

Three horizontal lines for providing contact information.

Address and phone number

NOTE: There is a fee of \$100.00 per address verification request.
(Payment forms accepted are Certified Bank Checks or Money Orders payable to Brooklyn Borough President's Office)
All responses will be mailed to address given unless otherwise indicated by constituent.

TO BE COMPLETED BY TOPO BUREAU:
Received by: _____ Date received: _____
House Number Division: (718) 802-3989

ADDRESS VERIFICATION LETTER REQUIREMENTS

An address verification letter is needed for the following situations:

- Your address does not exist in a database. (DOB, Post Office, DOF, HPD, etc)
- Your address is being used by another building on the block or adjacent block.
- You have received violations (DOB, elevator, boiler, etc) in error. This is when you receive the violation, but it is not for your property.

If you are submitting a letter for an address verification please provide the following:

- 1) Letter indicating your Block, Lot and Address.
- 2) Description of your problem. Please be as informative as you can as long as the letter explains the situation and the staff can understand the situation in order to properly ascertain how we can remedy the situation.
- 3) Pictures are needed showing the following:
 - Your property, showing the address displayed
 - Address displayed by your neighbors on either side
 - Panoramic view of the structures in question
- 4) Copy of your deed.
- 5) Fee \$100 payable via money order or certified bank check (money order or bank check made payable to the "Brooklyn Borough President's Office")
- 6) Any other background information you may feel is relevant to your situation. (survey, bills, other correspondence, etc.)