

SIGNAGE REQUIREMENTS

Property owners of Class-A Multi-Dwelling properties are required to post the following signs in a conspicuous location in their buildings.



BUILDING INFORMATION



Housing Information Guide Notice

The guide contains information about eviction, heat & hot water, pest management, tenant organization, rent-regulated leases, rental assistance, housing discrimination, repairs & maintenance, tenant response to owner notifications, access for owner inspections and repair and free & low-cost legal services.



Name and Address of Janitor

Sign must contain the name of the janitor or housekeeper with their address, apartment number and telephone number and must be posted at entrance of building.



Serial Number Signage

A sign containing the serial number assigned to the building by HPD should be posted in the building's entrance hall.



Street Number (on dwellings)

A street number must be posted and maintained on the front of building and must be visible from the sidewalk.



Floor Sign

The floor number must be painted or posted on each floor.



GENERAL



Garbage Collection

Sign must be posted in the building lobby and indicate the current hours and method of garbage collection.



Boiler Room Key Holder Information

The name and location of the person with the key to the boiler room must be posted on notices approved by HPD.

Please note that all dates and compliance information included in this packet is as per the various NYC agencies and is subject to change. In addition, every building may have their own specific requirements and deadlines that can differ across borough, building type, etc. As such all included data is provided for informational purposes only, on an "as is" and "as available" basis. Jack Jaffa & Associates, its licensors and other suppliers disclaim all warranties, whether express or implied, including, but not limited to, any promises of accuracy or correctness of information provided or omitted.

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Property owners of Class-A Multi-Dwelling properties are required to post the following signs in a conspicuous location in their buildings.

- Certificate of Inspection Visits**
The Inspection card provided by the HPD inspector must be posted in a frame, 48"-62" from the floor, and near the mailbox if applicable.

- Post or distribute Bedbug Annual Filing Receipt**
Post the Bedbug Annual Filing Receipt in a prominent location or distribute to tenants upon commencement of a new lease or with each lease renewal.



SAFETY

- Carbon Monoxide Detecting Device Notice**
A carbon monoxide detecting device requirement notice in a form approved by HPD must be posted in a common area

- Fire Safety Notice**
An Emergency Preparedness Notice must be posted on the inside of all apartment entrance doors and in the lobby or common area for buildings with 3+ apartments.

- Gas Leak Notice**
A notice regarding procedures that should be followed when a gas leak is suspected must be posted in a common area of the building.

- Hurricane Evacuation Zones Notices**
A hurricane evacuation notice must be posted in a conspicuous location in the building lobby at street level, either near the main building entrance, in the mailbox area or by the elevators or main stairwell.

- "Shut the door" signs**
A notice indicating that those escaping a fire should close all doors behind them to limit smoke and contain the fire must be posted in conspicuous locations and maintained.

- Smoke Detecting Device Notice**
A Smoke Detecting Devices Notice in a form approved by HPD must be posted at or near mailboxes.