



INITIAL SUCCESSION REQUEST

Instructions:

1. Fill out this initial request form and submit it at the Bartow reception desk at the administrative office located at 2049 Bartow Avenue.
2. At the front desk, the succession applicant will be provided with a full succession application along with a list of the required supporting documents.
3. When the succession applicant has gathered most of the required supporting documents, please reach out to the contact person below to set up an appointment for further review and guidance regarding your succession application:

Mr. John O. Akersie (Finance Department)
718-320-3300, Ext. 3588

INFORMATION

Date: _____

Succession Applicant name: _____

Succession Applicant's contact number: _____

Succession Applicant's email: _____

Building and Apt./ Townhouse: _____

Address: _____

Current Shareholder's name: _____

Date Shareholder Vacated: _____

OR

Date Shareholder Passed: _____



OIHM Memorandum #2019-B-02 (Additional Guidance)

Note: Use and Occupancy of the Unit

- An applicant seeking succession rights pursuant to 9 NYCRR § 1727-8 et seq., **must pay monthly use and occupancy/maintenance during the review of the subject succession application** by DHCR and/or any court of competent jurisdiction.
- During this period, the subject housing company can accept such payments without prejudice to the eviction of the claimant applicant if succession is ultimately denied. During the pendency of such eviction proceeding, the subject housing company may commence proceedings to recoup such monies and possession of the apartment as it could for any other tenant or cooperator.