

TOPOGRAPHICAL BUREAU - STREET NUMBER DIVISION

ADDRESS VERIFICATION LETTER REQUEST FORM

OFFICE OF THE PRESIDENT OF THE BOROUGH OF BROOKLYN

TOPOGRAPHICAL BUREAU - ROOM 340

209 JORALEMON STREET BROOKLYN, NY 11201

T: (718) 802-3919 E: Topoappts@brooklynbp.nyc.gov

Date

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):

Submitted by,

Signature

Print name

Full Address / phone number / Email

TO BE COMPLETED BY TOPO BUREAU:

Received by: _____ Date received: _____

Street Number Division: (718) 802-3919

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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, sidewalk, etc.) in error, that you may believe belongs to another property.
- You need a letter for a unique situation involving the addresses we have assigned to your property.

Requirements:

- 1) Request Form or Letter indicating your Block, Lot and Address.
- 2) Description of your problem.
Please be as informative as you can. The more explanative your description is, the more staff can understand the situation in order to properly determine how we can remedy the situation.
- 3) Copy of your deed.
- 4) 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
- 5) Fee \$100 payable via money order, certified bank check or credit/debit card
 - Money order or bank check made payable to the “Brooklyn Borough President’s Office”
 - The fee is \$100.00 **per address verification request.**
- 6) Any other background information you may feel is relevant to your situation. (survey, bills, other correspondence, etc.)

Responses/Determinations:

All responses will be mailed to address provided on the form unless otherwise indicated by constituent.