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What is a certification of correction?

A certification of correction is a statement filed with HPD by a property owner to affirm that the violation conditions cited on a Notice of Violation have been corrected within the legally required timeframe. Certification is free but must be submitted within the time stated on the Notice of Violation to be effective. There is no fee for a certification that is submitted to HPD within the required timeframe.

A certification of correction can also be filed with HPD for the correction of Housing Quality Standards (HQS) failures. An HQS failure is a condition in a unit or public area of a building where at least one unit is federally subsidized (e.g., Section 8) that does not meet federal standards. Tenant failures cannot be certified as corrected by an owner, either through manual or eCertification.

What is the timeframe for correction of each class of Housing Maintenance Code violation and for Housing Quality Standards failures?

The timeframe for correction of each class of violation is indicated on the Notice of Violation. The following table provides details of classification of violations and their correction timeframes.

Violation Type	Class	Correction Class Date
Class A	Non-hazardous	90 days from HPD's mailing of the NOV
Class B	Hazardous	30 days from HPD's mailing of the NOV
Class C	Immediately Hazardous	24 hours from HPD's mailing of the NOV
Class C Lead-Based Paint	Immediately Hazardous	21 days from HPD's mailing of the NOV
Class C Heat/Hot Water	Immediately Hazardous	24 hours from posting at building
Class C Window Guards	Immediately hazardous	21 days from HPD's mailing of the NOV



Housing Quality Standards Failures must be corrected with 25 days of an inspection in order to avoid suspension (abatement) of subsidy payments. **However, eCertifications will be accepted past this period for items marked as the responsibility of the owner.**

How can I certify correction?

If your building is validly registered with HPD and the violations were corrected within the required timeframe, or an HQS Failure has been corrected, you can certify the violation as corrected. Certification of correction of a violation can be accomplished either online or by mail. You can register for eCertification to certify violations online or you can complete the back side of the paper Notice of Violation, Notice of Violation/Notice of Failure, Notice of Failure, or Report of Violations (Heat and Hot Water) and mail it to HPD. Below you will find instructions for eCertification. For more information on paper certification or how to remove violations after the certification period, click [HERE](#).

How can I certify correction of violations and HQS Failures online?

First, your building's Property Registration must be current and you must be a named owner or managing agent on that document. Owners of multiple dwellings are required by law to file an annual Property Registration statement with HPD. Owners of private dwellings (one- and two-family dwellings) where neither the owner nor any family member occupies the dwelling are also required to file an annual Property Registration statement. For more information on Property Registration, click [here](#). The first step towards being able to eCertify is to enroll. Enrollment requires you to create a login and password. The only information you will need to supply at the time of enrollment is a telephone number that will be answered by a live person and an e-mail address. HPD must receive and process a signed enrollment form before you can eCertify.

Once HPD receives a valid eCertification enrollment, an owner, officer or registered managing agent will be able to start certifying violations online immediately by simply logging on with their login ID and password and selecting the violations to be certified.

A secure one-time password sent via telephone or e-mail to the enrolled person will verify the online certification transaction and add your electronic signature information to the certification.

How long does it take before my enrollment will be activated so I can begin certifying online?

In addition to any time allowed for mailing, HPD should be able to process your enrollment in five business days.

What if my enrollment application is rejected?

You will receive an e-mail notifying you of this, and the reason for rejection. You will have an opportunity to create a new form and re-submit.

How many persons can enroll to certify violations per building (can an owner, officer and a managing agent all enroll to certify)?

Only one person per property listed on the Property Registration form can enroll to certify correction of violations online.

What if I own multiple buildings? Can I enroll once and eCertify violations and HQS Failures for all of my buildings?

No. Each property requires a separate enrollment application.

Who can I contact regarding the status of my enrollment or if I have questions about the enrollment or eCertification process?

The eCertification Administrative Enrollment unit at 212-863-5414.

Do I have to renew my enrollment every time I submit a Property Registration?

No. You only are required to renew your enrollment if the 24 confidential number and/or if the name listed on the enrollment application is no longer listed on the newly submitted Property Registration form.

**If I enroll for eCertification, will I stop receiving the violation and HQS Failure notices in the mail?**

No.

Why can't I certify lead violations/failures online? Can I certify lead failures if the failure is on a Notice of Failure only?

Certification of lead violations/failures requires supporting documentation pursuant to under NYC Local Law 1 of 2004 that the online system does not accommodate, such as dust clearance test records and affidavits. However, if the lead based paint condition was cited in a public area or a private dwelling (one- or two-family house), you can eCertify correction because the same documentation is not required to be submitted under federal law.

Why aren't all of the open violations appearing in eCertification?

eCertification only displays information related to Code violations that are within the certification period unless the violation is also an HQS Failure

What happens if I certify the correction of a condition that is both a Housing Maintenance Code (HMC) violation and an HQS Failure after the HMC violation certification deadline?

The violation will be marked as late certified, but the requirement for certification of the HQS Failure will be satisfied. The correction may be audited for confirmation of correction.

What information is needed to eCertify a violation, a violation that is also a failure or Failure?

For violations or violations which are also failures, you are required to provide the following information:

- i. Building address
- ii. Violation number(s) for certification
- iii. Date the condition was corrected
- iv. Name, address and telephone number of the person who corrected the condition (e.g., contractor, superintendent, owner).

For failures which are not linked to violation, you do not need the information listed in iv.

You must be able to answer the enrolled phone number or receive the enrolled e-mail at the time you are submitting the eCertification in order to "sign" your eCertification document.

What happens if I submit a paper certification AND an online eCertification?

The eCertification system will only display violations that have not previously been validly certified, whether by paper or electronically. If a user submits a paper certification and later goes online and eCertifies the same violation, the first certification received will be the Certification of record.

What if I need a hard copy to prove that I eCertified a violation or an HQS failure?

You should always save an electronic copy of the final submitted eCertification. You can also get a certified copy of an eCertification document by requesting it from an HPD borough office.

Will I receive a letter confirming that I submitted an eCertification?

No. You will only receive a confirmation statement during the eCertification process. HPD encourages you to save and print a copy of the eCertification for your records.

How can I verify that violations I eCertify are removed from HPD's records?

After a violation is certified, HPD has up to 70 days to inspect and verify that the violation was properly corrected. If HPD does not conduct an inspection within the period, the violation will be deemed complied and closed after 70 days. You may check the status of the violation at any time by visiting our website at www.nyc.gov/hpd



What are the penalties for falsely certifying a violation?

In addition to subjecting owners to civil penalties, making a false certification is a crime punishable by fine and/or imprisonment. The Housing Maintenance Code provides for the imposition of civil penalties and, in a criminal prosecution, a fine of up to \$1,000.00 and/ or imprisonment for up to a year for willfully submitting a false certification.