

## **DISCLOSURE DOCUMENTS – UPDATE (3/30/2020)**

**IN LIGHT OF THE CURRENT COVID-19 PANDEMIC, THE FOLLOWING REVISED PROTOCOLS WILL BE IN EFFECT AS OF MARCH 30, 2020. THESE PROTOCOLS SHALL BE ACCEPTABLE FOR THE SUBMISSION OF DISCLOSURE DOCUMENTS TO THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION UNTIL FURTHER NOTICE:**

1. All compliance packages MUST contain all necessary information and all required attachments; if a compliance package is incomplete in any respect, the entire compliance package will need to be resubmitted.
2. All compliance packages shall include either (x) a copy of a manual wet ink signature or (y) a digital signature.
3. The signatory MUST (i) email the executed compliance package directly from his or her own email address to Denise Kimball ([dkimball@nychdc.com](mailto:dkimball@nychdc.com)) with the certification in #4 below included in the body of the email, and (ii) provide an original of the compliance package (with an original wet ink signature) to Denise Kimball as soon as reasonably practical at the following address: Denise Kimball, New York City Housing Development Corporation, 110 William Street, 10<sup>th</sup> Floor, New York, New York 10038.
4. The email from the signatory MUST include the following certification: *"I have signed the attached document and I agree to electronically submit this document to the New York City Housing Development Corporation. I understand that my signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document and this affirmation. I understand and agree that by electronically signing and submitting this document in this fashion I am affirming to the truth of the information contained therein."*