



# REQUEST TO UPDATE PROPERTY DATA

Mail to: NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038 Attn: Property Data Update

**INSTRUCTIONS:** This Request to Update Property Data is for owners of Tax Class 1 property, which generally includes residential property of up to 3 units (primarily 1-, 2- and 3-family homes), vacant land zoned for residential use, and condominiums of not more than three stories. Please submit this application if there are changes to the property data, if you disagree with the information provided on the latest Notice of Property Value (NOPV) or if you know of sales that indicate your market value is too high. Finance will evaluate information you have provided and make appropriate changes before we determine your next year's taxes. See the next page for detailed information and instructions.

## SECTION I - GENERAL INFORMATION

Owner's Name: \_\_\_\_\_ Indicate Tax Year: \_\_\_\_\_  
FIRST NAME LAST NAME

Daytime Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Property Address: \_\_\_\_\_  
STREET NUMBER AND NAME CITY STATE ZIP CODE

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

## SECTION II - PROPERTY INFORMATION UPDATE

Only complete updates for items that have changed or if you disagree with the information provided on the latest NOPV.

## SECTION III - NEIGHBORHOOD SALES INFORMATION

If you know of sales in your neighborhood that indicate your market value is too high, list the property address and sales price below.

DESCRIPTIVE PROPERTY DATA	REQUESTED UPDATE	Address: _____
1. Building Frontage.....		_____
2. Building Depth .....		Sales Price: \$ _____
3. Story Height .....		Address: _____
4. Living Area Square Footage .....	<b>ONLY</b>	_____
5. Commercial Square Footage....		Sales Price: \$ _____
6. Finished Square Footage .....		Address: _____
7. Unfinished Square Footage .....	<b>SUBMIT</b>	_____
8. Garage Square Footage .....		Sales Price: \$ _____
9. Lot Square Footage .....		Address: _____
10. Year Built.....		_____
11. Style .....	<b>CHANGED</b>	Sales Price: \$ _____
12. Construction Type .....		Address: _____
13. Construction Quality .....		_____
14. Exterior Wall.....	<b>DATA</b>	Sales Price: \$ _____
15. Exterior Condition .....		Address: _____
16. Number of Commercial Units ...		_____
17. Number of Residential Units .....		Sales Price: \$ _____
18. Tax Classification .....		Address: _____
		_____
		Sales Price: \$ _____

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

**Reason to File this Form.** Use this form to request an update of the descriptive data contained in the annual Notice of Property Value (NOPV). *Only submit* items that have changed or if you disagree with the information provided on the latest NOPV. Write changes in the "Requested Update" column on the right side of page 1. Note: While changes in data may affect Finance's estimate of your property's market value, they do not necessarily impact the assessed value on which your taxes are calculated.

**Where to File this Form.** Mail this form, along with a copy of your annual Notice of Property Value, to the NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038 Attn: Property Data Update.

**Deadline for Filing this Form.** All requests must be filed by April 23rd.

### Definitions of Property Data:

1. **Building Frontage** - the length of the building front, measured in feet.
2. **Building Depth** - the length of the building (in feet) measured from the front to the back.
3. **Story Height** - the number of above-ground floors (in feet) measured, from ground to roof.
4. **Living Area Square Footage** - the total # of square feet designated for residential use.
5. **Commercial Square Footage** - the total finished area designated for commercial use (e.g., office, retail, storage, loft, factory, etc).
6. **Finished Square Footage** - the total square footage of finished (i.e., insulated and drywalled) area in the property, including all full stories, finished partial stories, and finished basement living area.
7. **Unfinished Square Footage** - non-insulated, non-drywalled or partitioned areas.
8. **Garage Square Footage** - the total indoor square footage designated for the storage of 1 or more automobiles.
9. **Lot Square Footage** - the frontage of the land multiplied by the depth of the land.
10. **Year Built** - the year building construction began.
11. **Style** - Brownstone, Bungalow, Cape Cod, Colonial, Condominium, Conventional, High Ranch, Old Style, Ranch, Row, Split Level, Townhouse, Tudor, or Other/Unique.
12. **Construction Type** - Frame, Brick, Cinder Block, Stone, Cinderblock and Brick, or Other.
13. **Construction Quality** - A+ grade, A grade, B grade, C grade, D grade or E grade.
  - **A+ grade:** Buildings have an outstanding architectural style and design
  - **A grade:** Buildings are architecturally attractive and are constructed with excellent quality materials and workmanship
  - **B grade:** Buildings are constructed with good quality materials and above average workmanship
  - **C grade:** Buildings are constructed with average quality materials and workmanship
  - **D grade:** Buildings are constructed with economy quality materials and fair workmanship
  - **E grade:** Buildings are constructed with a very cheap grade of material and poor workmanship.
14. **Exterior Wall** - Aluminum/Vinyl, Artificial Masonry, Combination, Composition, Expensive Wood, Wood, Expensive Masonry, Masonry or Stucco.
15. **Exterior Condition** - Excellent, Good, High Average, Average, Low Average or Poor.
16. **Number of Commercial Units** - the total number of units used for commercial use.
17. **Number of Residential Units** - the total number of units used for residential use.
18. **Property Tax Class** - State law requires that Finance assign every property to one of four tax classes:
  - **Class 1:** Includes most residential property of up to three units (one-, two-, and three-family homes and small stores or offices with one or two apartments attached), vacant land in boroughs *other than* Manhattan, that is zoned for residential use, and most condominiums that are not more than three stories.
  - **Class 2:** Includes all other property that is primarily residential, such as cooperatives and condominiums.
  - **Class 3:** Includes property with equipment owned by a utility company.
  - **Class 4:** Includes all commercial or industrial property, such as office or factory buildings.