



FINANCE  
NEW YORK  
THE CITY OF NEW YORK  
DEPARTMENT OF FINANCE  
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NYC DEPARTMENT OF FINANCE

**421b APPLICATION**

**PARTIAL TAX EXEMPTION FOR NEW CONSTRUCTION OR SUBSTANTIAL REHABILITATION OF OWNER-OCCUPIED ONE- AND TWO-FAMILY HOMES**

DO NOT WRITE IN THIS SPACE

DATE  
STAMP

Mail to:

NYC Department of Finance, 421b - Commercial Exemption Unit, P.O. Box 3120 Church Street Station, New York, NY 10008-3120.

**SECTION I - SITE INFORMATION**

1. Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_
2. Site Address: \_\_\_\_\_  
City, State  
and Zip Code: \_\_\_\_\_ Unit #: (if applicable) \_\_\_\_\_
3. Docket Number: (located on the Certificate of Eligibility) \_\_\_\_\_

**SECTION II - OWNER/APPLICANT INFORMATION**

1. Name of Owner/Applicant: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Daytime Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_  
(number and street)  
Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_
3. Representative's Name (Note: If a representative is designated, correspondence will only be sent to him or her.)  
Firm/Business Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Representative's Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_  
(number and street)  
Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION III - PROJECT INFORMATION**

1. Will the lot(s) involved in this construction project be apportioned or merged? .....  YES  NO  
If "YES," please submit a copy of Form RP-604 with your tentative lot numbers with this application.  
Tentative lot numbers can be obtained from Finance's Surveyor Unit.
2. Has an application been made for any other New York City exemption or abatement program, either personal or commercial? .....  YES  NO  
If "YES," what program(s): \_\_\_\_\_

**SECTION IV - CERTIFICATION**

I, \_\_\_\_\_, certify that the statements contained in this  
Print Owner/Applicant or Representative Name  
application, including any attachments to the application, are true to my knowledge.

Signature of Applicant or Representative: \_\_\_\_\_ Date: \_\_\_\_\_



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**421b INSTRUCTIONS**

**PARTIAL TAX EXEMPTION FOR NEW CONSTRUCTION OR SUBSTANTIAL REHABILITATION OF OWNER-OCCUPIED ONE- AND TWO-FAMILY HOMES**

**OVERVIEW**

421b provides a partial property tax exemption for newly constructed or substantially reconstructed one- to two-family dwellings. Substantial reconstruction means an alteration to a home that increases the assessed value by at least 40%. To obtain this exemption, you must first apply to the NYC Department of Housing Preservation and Development (HPD), which approves such projects. For each approved project, HPD issues two Certificates of Eligibility: a Preliminary Certificate of Eligibility prior to construction and a Final Certificate of Eligibility post construction. Both certificates must be submitted to the Department of Finance, but do not need to be submitted together. Submit each certificate to Finance immediately after it is issued. Your benefits will start once Finance processes your Preliminary Certificate.

Projects may receive up to 2 years of benefits during the construction period. Post-construction benefits are for a period of 8 years. See the Phase-Out Schedule below for post-construction benefits. The property must be owner-occupied and cannot have commercial or professional space. Please contact HPD for further information on eligibility and benefits.

**INSTRUCTIONS**

- 1) You must file *two* 421b applications – the first when you receive a Preliminary Certificate of Eligibility for your planned construction, and the second, when you receive the final Certificate at the completion of the construction.
  - Submit the **original** Preliminary and Final Certificates of Eligibility issued by the Department of Housing Preservation and Development.
  - Submit a separate 421b application for each certificate.
  - File this application immediately after the certificate is issued.
  - **Staten Island projects only:** if you are submitting a Preliminary Certificate of Eligibility, include a copy of the deed. If the developer is filing the application, submit the developer's deed only.
  
- 2) Mail completed applications with required documentation to:
 

NYC Department of Finance  
421b-Commercial Exemption Unit  
P.O. Box 3120 Church Street Station  
New York, NY 10008-3120

Do not fax your submissions, as original documents are required.
  
- 3) Applications are accepted throughout the year.

**PHASE-OUT SCHEDULE FOR POST-CONSTRUCTION BENEFITS**

BENEFIT YEAR	8 YEARS (CODE 5111)
1 .....	100 %
2 .....	100 %
3 .....	75 %
4 .....	62-1/2 %
5 .....	50 %
6 .....	37-1/2 %
7 .....	25 %
8 .....	12-1/2 %

**FOR FURTHER ASSISTANCE**

- Questions for the Department of Finance? Visit our website at [nyc.gov/contactfinance](http://nyc.gov/contactfinance).
- Certificates of Eligibility are issued by HPD. For more information, visit the HPD website at [nyc.gov/hpd](http://nyc.gov/hpd), or call HPD at 212-863-5421 for automated information.