



# REQUEST FOR REVIEW OF PROPERTY TAX ASSESSMENT

MAIL TO: NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038 Attn: Valuation Policy

**INSTRUCTIONS:** This Request for Review of Property Tax Assessment is only for owners of apartment building, office, warehouse, condominium and cooperative, and other commercial properties (i.e., Tax Class 2 and Tax Class 4). See the next page for more detailed information and instructions.

### PART A - GENERAL INFORMATION

Owner's Name: \_\_\_\_\_

Notice of Property Value for Tax Year:	Employer Identification Number/ Social Security Number:	
Property Address:	Zip Code:	
Borough:	Block:	Lot:
Contact Name: (only if different from owner)		
Contact Address: (only if different from property address)	Zip Code:	
Telephone:	Fax:	E-mail:

### PART B - PROPERTY INFORMATION

Property Uses: \_\_\_\_\_

Number of Buildings:	Total Number of Floors:	Number of Residential Units:	Number of Commercial Units:
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Is Part of the Property Rented?     Yes     No    If commercial space or more than two apartments are rented, complete and attach an income and expense schedule on form RPIE for the most recently ended calendar year or the taxpayer's fiscal year.

What Part is Occupied by the Taxpayer's Family or Business?     All     None     Part:

### PART C - ERROR IN PROPERTY DESCRIPTION OR VALUATION

Check the applicable statements and attach additional documents or calculations as necessary to explain your request.

1. The property is misclassified. The correct class is: .....     1     2     3     4  
Provide a copy of the building's Certificate of Occupancy, if available.

2. Valuation Errors (check all that apply)

a.  Finance incorrectly estimated gross income. The correct gross income is: \$ \_\_\_\_\_

b.  Finance incorrectly estimated gross expense. The correct gross expense is: \$ \_\_\_\_\_

c.  Finance incorrectly estimated gross square footage. The correct gross square footage is: \_\_\_\_\_

Please attach a copy of the filed electronic RPIE with claimed Income and Expenses and/or a certified architect's letter to support claimed square footage.

3. Residential Cooperatives or Condominiums **Rental** Comparables  
(List the borough, block, lot and address of the **rental** properties to be verified as comparables.)

	BOROUGH	BLOCK	LOT	NUMBER AND STREET ADDRESS
a.				
b.				
c.				

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## INSTRUCTIONS

**This Request for Review of Property Tax Assessment is only for owners of apartment building, office, warehouse, condominium and cooperative, and other commercial properties (i.e., Tax Class 2 and Tax Class 4).**

**Reason to file this form.** Use this optional form to request a review of Finance's determination of your property's market value if you believe Finance has incorrectly estimated the gross income, gross expense, or gross square footage of your property. Property owners may also use this form to request a correction of the property's tax classification. Note that in some cases, a change in your property's market value or description will not affect the assessed value on which your taxes are calculated.

### **Application to the Tax Commission.**

If you believe your assessed value, exemptions or tax class are incorrect, you may file an application for correction with the Tax Commission. The deadline for filing an application with the Tax Commission is March 3rd (or March 17th for Class 1 property). Tax Commission forms may be obtained at the Finance Borough Business Centers, from the City's web site, or by telephone. An application to the Tax Commission preserves your right to judicial review, including the Small Claims Assessment Review Program available for many owner-occupied residences.

**Filing with the Department of Finance versus the Tax Commission.** Appealing to the Tax Commission is appropriate if you seek correction of a

property's assessed value, exemption or tax class. Requesting a Finance review of your property tax assessment is appropriate for owners who seek to correct a property's tax class or market value, only if Finance has incorrectly estimated the property's gross income, gross expense or gross square footage.

**Where to file this form.** Mail this form to the NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038, Attention: Valuation Policy.

**When to file this form.** Finance reviews property values annually and publishes tentative assessments by January 15. These assessments apply to the City tax year that begins on the following July 1. The deadline for filing this form is:

Tax Class 2 - April 23rd

Tax Class 4 - April 23rd

### **For further information**

Visit Finance's website at [nyc.gov/finance](http://nyc.gov/finance), the Tax Commission website at [nyc.gov/html/taxcomm](http://nyc.gov/html/taxcomm), or call Finance Customer Assistance at **212-504-4080**.