



PROPERTY TAX PAYMENT AGREEMENT REQUEST

ALL INFORMATION MUST BE COMPLETE FOR THE APPLICATION TO BE CONSIDERED

Bring your completed application to one of Finance's [Business Centers](#).

SECTION 1 - PROPERTY INFORMATION

1. Address a. _____ b. _____ c. _____
HOUSE NUMBER STREET NAME APARTMENT NUMBER

2. BBL Your property's BBL can be found on the notice received with this form or at www.nyc.gov/finance a. _____ b. _____ c. _____
BOROUGH BLOCK LOT

SECTION 2 - OWNER INFORMATION

1. Applicant a. _____ b. _____
FIRST NAME LAST NAME

2. Social Security #: 3. Date of Birth: 4. Phone: _____
MM DD YYYY

5. Email: _____ 6. Is this your Primary Residence? YES NO

SECTION 3 - INSTRUCTIONS

DOCUMENTATION

Only an owner or an owner's authorized agent may file a request for a payment agreement (also known as an installment agreement) in any Finance Business Center.

To complete the application process, the filer must provide:

- Proof of identity (e.g., copy of a driver's license or non-driver ID), and
- Proof of relationship to the property (e.g., copy of most recent recorded deed or Power of Attorney from owner of record).

OPTIONS

Finance offers payment agreements with:

- A down payment as little as zero. Finance recommends making a greater than zero down payment so the installment amount is lower.
- Monthly or quarterly installments.
- Terms of up to 10 years. Please indicate your desired number of years by filling in the blank at the bottom of this page.

SUMMARY OF AGREEMENT RULES

The interest rate is 9% or 18%, depending on the assessed value of the property.

If you fail to make both your scheduled installment payments and pay any new taxes/charges on the property for a period of six months:

- Your agreement is considered in default and may be cancelled.
- The property will then be eligible for any and all collection actions, including tax lien sales
- You will be unable to enter into another payment agreement for that property for the next five years.

PROPERTY TAX EXEMPTIONS

There are exemptions from Property Tax for which you may apply. If you are eligible for one or more of the applicable exemptions, your property may be excluded from a tax lien sale.

I have received information regarding eligibility for Property Tax exemption programs.

Initial the box to the right to verify receipt of exemption information.

MAKING PAYMENTS

- Payments should be made payable to New York City Department of Finance and mailed to the NYC Department of Finance, P.O. Box 680, Newark, N.J. 07101-0680 made online at nyc.gov/payonline or brought into one of the [Business Centers](#).

INDICATE LENGTH OF AGREEMENT

The Payment Agreement will be for 10 years (40 quarters) unless you enter a shorter time period: _____ Years.

SECTION 4 - AGREEMENT

I agree to make the down payment, if I have elected to make a down payment, and/or first quarterly payment scheduled, as indicated by the Department's representative. All payments must be made payable to the New York City Department of Finance starting with the next quarterly payment. Failure to make the quarterly payment will prevent the Payment Agreement (also known as an Installment Agreement) from being listed as "activated" in the Department's records and subject you to any and all collection actions, including lien sales. Payments may be made by mailing to the NYC Department of Finance, P.O. Box, Newark, N.J. 07101-0680, via the website at nyc.gov/finance, or at one of Finance's Business Centers.

I agree to pay the Agreement amount in quarterly installments as indicated in the Payment Agreement. A portion of each installment payment will be applied to interest, which is compounded daily and continues to accrue on any unpaid balance. Interest rates may change periodically as required by law. There may be a balance due at the end of the Payment Agreement term. This balance due amount may be paid in additional installments if the balance due is greater than the original installment. There will be no penalty for prepaid installments.

I also agree and acknowledge that, in addition to the Payment Agreement amount, I will pay all current taxes, assessments and/or other related charges as they become due, or by the last day to pay before interest begins to accrue. If I fail to do so for a period of six months, the Agreement will be in default, and Finance may cancel this Payment Agreement if the default is not cured by the date of the next tax lien sale. If the Agreement is canceled, all payments made shall then remain credited to the account of the property, and the City may immediately sell the right to collect the unpaid balances remaining open on the Agreement in a future tax lien sale.

I also understand that if I do not make payments required by the agreement for a period of six months, I will be in default of the agreement, and if I do not bring all payments up to date prior to the date of the next tax lien sale, I will not be eligible to enter into another payment agreement for this property for five (5) years.

Signature Date

The Federal Privacy ACT of 1974 requires us to state the following if we ask for your Social Security Number:

- You must list your Taxpayer Identification Number, Social Security Number or Employee Identification Number in order to enter into a Payment Agreement. We ask for this information in order to make sure that our Property Tax records are accurate and that you have paid all the City taxes that you owe.
- Our legal right to require this information is contained in the section 11-102.1 of the Administrative Code. This section of law authorizes the Department of Finance to require any person to provide a Taxpayer Identification Number so that we may administer and collect taxes.

For Official Use Only:

\$ _____
Quarterly Payment Due Date

Date Reviewed _____ Approved Denied

Reviewed by: _____ Case # _____

Total Amount Due: \$ _____ Down Payment: \$ _____ Balance Due Date: _____

Receipt #: _____



Exemption Eligibility Checklist

This Checklist can be used only if your property has been included in the Lien Sale. If not, and you wish to apply for personal exemptions, please use the Exemption Application for Owners, available at nyc.gov/finance or by calling 311.

SENIORS, VETERANS, ACTIVE DUTY MILITARY PERSONNEL AND PEOPLE WITH DISABILITIES

Who Own and Live in 1- to 3-Family Houses or Residential Condos

Our records show that you owe property taxes and/or water charges. If you do not contact us by May 17, 2012, the City could sell a lien on your property.

If you are a senior, person with a disability or veteran (or a relative of a veteran), or if you or a relative is on active military duty, you may qualify for a property tax exemption in future years and may avoid having your debt sold.

Your property may also be excluded from the sale if you received the New York State Real Property Tax Credit for Homeowners (the "Circuit Breaker" credit) for Tax Year 2011.

PLEASE FILL OUT THE FORM ON THE REVERSE SIDE AND MAIL TODAY!

For questions about property tax exemptions, please call 311 (outside New York City call 212-639-9675).

Exemption Eligibility Checklist

Please fill out parts A and B below. If we think you may be eligible for a senior, disabled homeowner, or veteran exemption or meet the "Circuit Breaker" credit or active duty military requirements, we will send an application.

If we approve you for a senior, disabled homeowner or a combat- or disability-level veteran exemption or verify you meet the "Circuit Breaker" credit or active military duty requirements, we will remove your property from the lien sale.

A. Check ALL of the following statements that apply to you.

- My property is a 1- to 3-family house or residential condominium.
- I own the property listed below and use it as my primary residence.
- By December 31, 2012, my spouse or I will be at least 65 years old and the total combined income for all owners is less than \$37,400.
- One of the owners receives disability benefits and the total combined income for all owners is less than \$37,400.
- My spouse or I are active duty military personnel.
- I am a veteran or a Gold Star parent.
- I received the New York State Property Tax Credit (the "Circuit Breaker" credit) for Tax Year 2011.

B. You MUST fill in the following information below:

If you do not fill in items 1 through 6, we will not be able to send you an exemption application. Item 8 is optional. Please print all information.

1. OWNER'S NAME: _____
2. PHONE NUMBER: (____ ____) ____ ____ - ____ ____
3. STREET ADDRESS: _____
4. CITY: _____
5. STATE: _____ 6. ZIP CODE: _____
7. BOROUGH: _____ BLOCK: _____ LOT: _____
8. EMAIL ADDRESS: _____

**Mail to: NYC Department of Finance, Lien Sale Exemptions Unit,
59 Maiden Lane, 22nd Floor, New York, NY 10038.**