

The New York City Department of Finance requires owners of income-producing properties with an actual assessed value of \$750,000 or more to submit current rent roll information as part of their annual Real Property Income and Expense (RPIE) filing. Owners or their representatives must submit the rent roll by filling out the Commercial Rent Roll and/or Residential sections of the electronic RPIE form. The online form accepts information for up to 500 commercial tenants. Owners of properties with 50 or more commercial tenants may use the Commercial Rent Roll Submission template instead of the online form. [How to submit Commercial Rent Roll via Email or CD.](#)

Rent roll information for properties with fewer than 50 tenants and for residential leases must be submitted online using the RPIE form.

Using the Commercial Rent Roll Submission Template

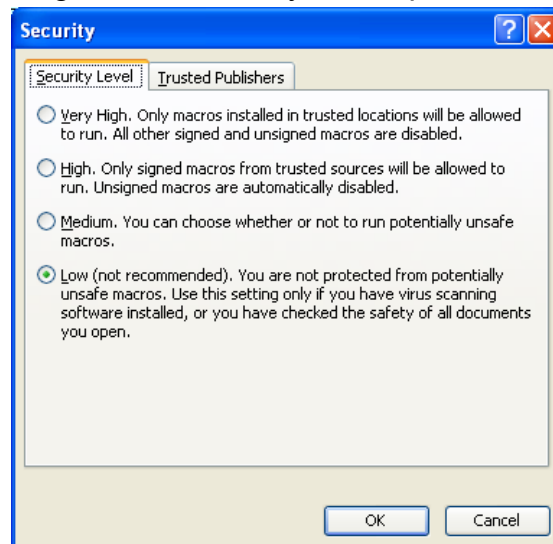
The downloadable Commercial Rent Roll Submission template contains a Microsoft Excel macro that validates the data in the spreadsheet and enables you to save it in a format accepted by Finance.

1. ENABLING MACROS

In order to use the data validation and output functions, macros must be enabled in Microsoft Excel. If your macros are disabled, a message will notify you to enable macros and restart the program. To enable macros:

- Open Excel and select Tools > Macro > Security.
- Select 'Low' setting for macro security.

Macros can contain viruses, and Excel has a security feature to block them. We recommend that you return the security setting to its original value after you complete the rent roll submission.

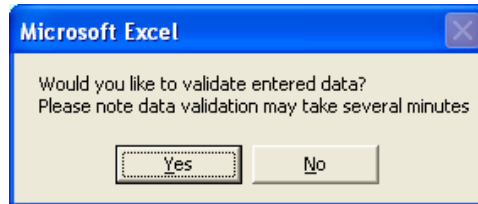


Once macros are enabled, open the spreadsheet template again. There should no longer be a message asking you to enable macros.

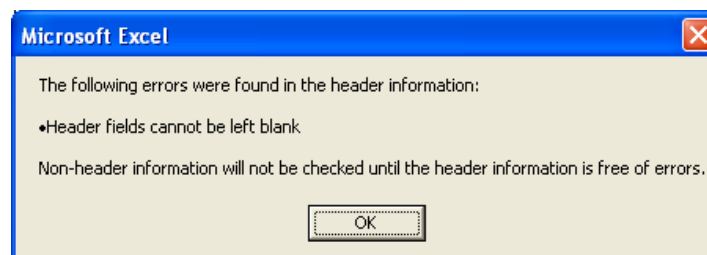
You can begin entering rent roll information into the designated cells either by typing them into the cells directly or by copying and pasting from an existing spreadsheet. You can also import the data from an existing file format recognized by Microsoft Excel. Data entered must conform to the formats listed in [RPIE Commercial Tenant Rent Roll Spreadsheet Specifications.](#)

2. VALIDATING DATA

When you have finished entering the rent roll information into the template you must save (or close) the file to prompt the primary macro to run the validation process. When the macro starts it will ask if you wish to validate the data. If you are not ready to validate the data, click 'No' to save the spreadsheet in Excel . You can continue working on it later. **Note that this "Excel" format is not accepted by Finance.**



If you select 'No', a message will pop up noting that validation of the data is required in order for the file to be saved in a format accepted by Finance. If you select 'Yes', the data validation process will begin. The first step of the validation process verifies that the header information is entered in the proper format. If errors and/or missing data are found in the header, they will be listed in a message box and the macro will exit, allowing you to correct the information or save the Excel file.

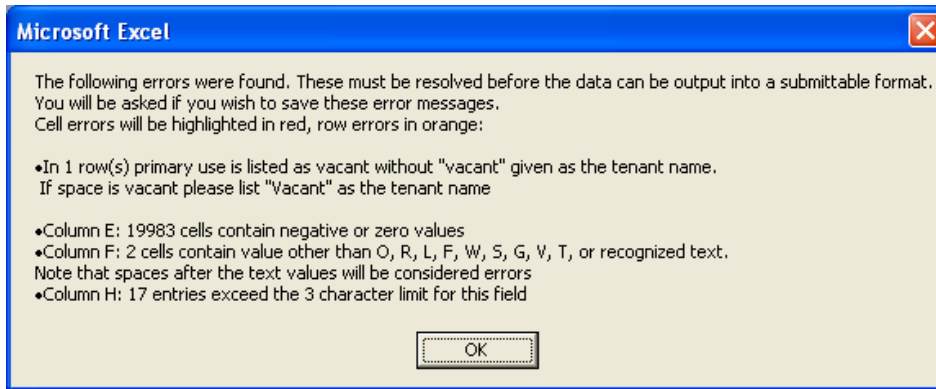


If the header information is in the correct format, the macro will begin validating the rent roll data. This process goes through the data row by row and column by column to ensure that entered data is consistent with Finance's requirements. In order for the process to work, data must be entered in the proper columns between rows 17 and 5,016. Any alteration of the format of the spreadsheet (i.e. the insertion of additional columns) may result in abnormal performance.

3. RESOLVING ERROR MESSAGES

Please note that the validation process, of both header information and rent roll data, only ensures that the data entered is in the format required by Finance. It is the responsibility of the filer to ensure that the rent roll information entered is accurate.

If errors are found, these errors will be displayed in message boxes. In addition, a number of warning messages may appear informing you of a number of other data issues that are not considered errors (for example, you will be notified that any decimal values entered in numeric fields have been rounded).



After the final error or warning box has appeared, you will be asked if you wish to save a list of the errors. If you would like to save a copy of the errors for reference, click 'Yes' to save the information or otherwise click 'No' to continue.

At this point, the macro will highlight the cells that contain errors:

- Cell errors (such as text in a numeric field) will be highlighted in red
- Row errors (such as the absence of required fields) will be highlighted in orange
- Other types of warnings will be highlighted in yellow
- Cells without errors will be highlighted in light blue

All red and orange highlighted cells have errors that must be corrected in order to proceed. Once corrections are completed, click 'Save' to run the macro again to verify the data is now in the correct format.

Section J - CURRENT COMMERCIAL LEASE INFORMATION				COMMERCIAL RENT ROLL			
Header Fields (required)							
BBL	1-00015-1002			<i>Finance requires owners of all properties with an actual assessed value of \$750,000 part of their annual RPIE filing. The online form accepts up to 500 commercial lease commercial tenants may use this Commercial Rent Roll Submission template instead lease information. All residential lease information associated with the same property form.</i>			
Number of Commercial Tenants	251						
E-mail Address	JohnDoe@gmail.com						
Retype E-mail	JohnDoe@gmail.com						
RPIE Password	Apple						
Retype Password	Apple						
Filer Name	John Doe						
Phone Number	212-234-5678						
* indicates a required field							
Tenant's Name* (If Vacant, leave Name empty, enter Rentable SqFt and select 'Vacant' for Primary Use).	If Tenant is a Corporation or a Partnership: Tenant's EIN (NN-NNNNNN)	If Tenant is a Proprietorship or an Individual: Tenant's SSN (NN-NN-NNNN)	Floor # or Range of Floors (#) or (M,PH,L,P,G,B or S)	Rentable Square Feet*	Primary Use*	Lease Start Date (MM/YYYY)	Lease Term* (# of Years)
Name3	12-3456789			1000	Store		15
Name3		123-45-6789		1000	V		15
Name3				1000	Roof		15
Name3				1000	L		15
Name3				1000	O		15
Name3				1000	F		15
Name3				1000	W		15
Name3				1000	Restaurant		15
Name3				1000	F		15
Name3				1000	F		15

Note: This is fabricated data used for illustration; none of the information included is real.

4. SAVING DATA FILE

If no errors are found in the data, a prompt will ask if you wish to output the data as a “tab delimited file” which is the format that must be submitted to Finance. This prompt may also note a number of issues with entered data that will not impact the data output. Cells that caused certain of these warnings will be highlighted in yellow. If you answer “Yes” to this prompt, you will then be asked to select the folder where you want to save the data file. Once a folder is selected, a text file will be saved to that folder *with the filename* “Commercial Rent Roll_<BBL Number>_<FILER Name>_<Current Date>”, (the portions between angle brackets are determined by the header information and the current date).

Please note the submitted file **MUST** be named in the format above for Finance to be able to process your data.

The macro will then exit, allowing you to save the spreadsheet and send the output file to Finance. The output file is now saved in the format that can be submitted. You may also save the file to a CD or flash drive.

Note that if you repeat the validation and outputting process above, a new file will be generated to overwrite the original file if filenames are not different.

5. HOW TO SUBMIT COMMERCIAL RENT ROLL VIA EMAIL OR CD*

- Please send the data file as an email attachment to rpierentroll@finance.nyc.gov or;
- Mail the CD or flash drive via registered mail to:

**NYC Department of Finance
Property Division-RPIE Unit
66 John Street, 12th Floor
New York NY 10038.**

***If you email the spreadsheet please don't forget to put the associated Borough, Block and Lot number in the subject line! If you mail it via CD or flash drive don't forget to label or enclose the associated Borough, Block and Lot number.**

**Deadline: We strongly recommend submitting the
Commercial Rent Roll Spreadsheet by August 19, 2011**

Please note that if you choose to send your commercial rent roll to the New York City Department of Finance (“Finance”) by electronic mail, you acknowledge and agree that Finance does not guarantee the security of your email and shall not be held liable, and shall be held harmless, for any direct or indirect damages of any kind caused by the receipt of your email by an unauthorized party in addition to, or instead of, Finance.