



ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT REAL PROPERTY INCOME AND EXPENSE (RPIE)

1. When is the 2010 RPIE due?

The deadline to file Real Property Income and Expense form is September 1, 2011.

2. Does the property's owner have to do the RPIE filing? Is anyone else authorized to complete and submit the RPIE forms?

Generally, the owner files the RPIE form. However, Finance will accept an RPIE filed by another person who is responsible for the taxes or who operates the property, including a former owner or a person who leases the property.

- If there is more than one owner, only one need file, providing that the information supplied covers the entire property for which tax is assessed.
- A person who operates only a portion of a property may not file the RPIE, except in the case of a commercial tenant in a tax-exempt property that is owned by a government agency or a nonprofit corporation.
- If the filer is a lessee, the relationship should be indicated on the form.
- If a corporation, partnership, or limited liability company owns the property, an authorized corporate officer, general partner, or LLC manager or member may file the RPIE Form.
- A managing agent, employee, attorney, or other agency may file the RPIE on the owner's behalf, but the filer must disclose the name of the owner and must have knowledge of the facts.

3. If I do not file an RPIE, can the Tax Commission deny my assessment appeal?

The law provides that the New York City Tax Commission will deny a hearing on an Application for Correction of the Tentative Assessed Valuation for any property for which an income and expense schedule was required but not filed by the deadline.

4. Can I file a consolidated form for the properties I own?

Probably not. Even though properties may be operated together, Finance is required to provide a separate value for each property. Separate RPIE filings offer owners the opportunity to provide accurate information concerning the operations of each property. For this reason, most owners are required to file a separate RPIE form for each property. However, consolidated filing is allowed for condominiums.

5. It is mandatory to file the RPIE electronically, but I am unable to meet that requirement. How can I file my RPIE?

You may request a waiver that if granted will authorize you to file a paper version of the RPIE. The deadline to request a waiver is August 2nd. If you do not have access to a computer, we will be happy to send you the waiver request form by mail or fax. Please call 311.

6. The RPIE shows that I have to electronically sign the document before I submit it. How do I do that?

Clicking "Sign and Submit" button is your electronic signature. No other signature is required.

7. I thought the last step was to print, sign and mail the RPIE certification form. Has that changed?

Yes. All you need to do now is click on the Sign and Submit button. However, please print a copy of the form for your records.

8. Although I have not completed my RPIE form, I am getting a message saying that my RPIE has already been certified. What do I do?

Please send an email to rpie@finance.nyc.gov and we will fix the problem. In your email please include: your name, contact information (telephone number or email address), borough, block and lot, and indicate that your password is not being accepted.

9. I want to make changes to my RPIE form but it has already been certified. What do I do?

If you have already certified your RPIE form and need to correct or amend information, please use the original password to amend your filing. Please note that borough, block and/or lot number information cannot be amended once you have begun the filing. If you have made an error in the borough, block and/or lot number, you must send an e-mail to rpie@finance.nyc.gov. In your email, please include: your name, contact information (telephone number or e-mail address), correct borough, block and lot and the mistaken borough, block and lot. We will arrange to have the wrong information deleted. You must then input the information against the correct borough, block and lot number.

10. I am having trouble with, or I have forgotten, my password/email address. What should I do?

Please click the Forgot my Password link on the website and submit the required information. Finance will email your password within 30 minutes. If you do not receive an email in your inbox, please check to see if our message has been re-directed to your junk or bulk items folder. If you are still having trouble we will be happy to fix the problem send an email to rpie@finance.nyc.gov. In your email, please include: your name, contact information (telephone number or e-mail address), borough, block and lot, and indicate that you do not remember your password and have not received an email from Finance.

11. Can I file a 2009 RPIE?

No, the 2009 RPIE filing period has passed.

12. I filed the rent roll last year with the 2009 RPIE. Do I have to file it again this year?

This year, all Rent Rolls received by Finance for RPIE-2009 will be provided online for needed data updates. Rent Roll filers will be able to re-access the data provided last year, and to update the information online through the usual RPIE web portal. This re-access to the previous year's Rent Roll data, will be provided annually.

Also, filers with 50 or more tenants have the option of updating the RPIE-2009 Rent Roll information on a spreadsheet and filing it in the same manner as it was done last year.

13. Can first-time filers use a spreadsheet?

First time RPIE-2010 Rent Roll filers with 50 or more tenants have the choice of both the spreadsheet and the on-line submission options.

14. Does submission of the spreadsheet by September 1 guarantee compliance?

No. The spreadsheet must use specific data formats, and you must follow specific rules for submitting it. Refer to our web site for complete details. Even if you meet these requirements, we could have problems processing the data. For these reasons, we strongly recommend submitting the spreadsheet by August 19. That way, if there is a problem, Finance will be able to contact you so you can submit a corrected spreadsheet by the September 1 deadline.