



**SAMPLE NOTIFICATION TO PROPERTY OWNERS
OF
THE NYC BUSINESS IMPROVEMENT DISTRICT ASSESSMENT INCREASE**

Last Updated: 8/27/2008

On BID Stationery

Month day, 2008

Dear Property Owner:

On Month day, 2008, the board of directors of the NYC BID, held its board of directors meeting. At that time, the board voted overwhelmingly to approve the fiscal year 2009 operating budget. The total assessment was anticipated to be \$xxx,xxx, which included a y.yy% increase over the fiscal year 2008 assessment. This increase required the approval of the City Council.

The City Council Finance Committee will hold a public hearing in consideration of this and other Business Improvement Districts' assessment increases. It will be held on Month xx, 2008 at 11:00 a.m., in the City Council Committee Room, 2nd Floor, at City Hall.

While we continue to operate as efficiently as possible, rising operating expenses compel us to consider this assessment increase in order to maintain our high level of service, which has proven to be so vital to the success of our district. [*Or, if there is a specific reason for the increase, i.e. creating a new staff line to provide or enhance a service, please include justification here.*]

We are grateful for the leadership, vision and dedication of so many of you in working with the BID toward the continued improvement of the business district, and look forward to continuing to work hard on your behalf in the future.

Sincerely,

Your Name
Executive Director