



TAX COMMISSION OF THE CITY OF NEW YORK
1 Centre Street, Room 936, New York, NY 10007

CHECKLIST
TC600
2009

SUMMARY CHECKLIST BEFORE FILING YOUR APPLICATION IN 2009

Applications to the Tax Commission seeking correction of an assessment must be legally valid and complete to receive review. Read all instructions on application forms, in TC600, and in specific instruction sheets for Forms TC101, 108, 109, 200, 201, and 203 before you begin your application. If you have questions about the Tax Commission's procedures or requirements, contact the Tax Commission by writing to the above address, calling 311, or by emailing tcinfo@taxcomm.nyc.gov. Summarized below are some key items that you should check before filing your application so that it will be eligible for review. For reclassification and exemptions, see TC106, TC106INS, and TC600.

_____ Check the Notice of Value from Finance. For a tax class one property, find the value that your tax is based on. For a tax class two or four property, find the Finance estimated market value.

_____ Compare that value to the current market value of your property. For help in calculating market value for tax class one, see TC108INS; for condominium units in tax class two and four, see TC109 SuppINS. For other properties in tax class two and four, use the income method of valuation to calculate market value. You should file an application only if: (a) your tax class one property's current market value is below the value that your tax is based on, or (b) your tax class two or four property's current market value by the income method is below Finance's estimated market value.

_____ If you decide to appeal the tentative assessment, use this year's forms (2009).

_____ File the correct form for your property: TC108 for tax class 1, TC101 for tax class 2 and 4, TC109 for condominiums in tax class 2 and 4.

_____ File on time (by March 2, 2009 for tax class 2 and 4; by March 16, 2009 for tax class 1).

_____ Print in ink clearly or typewrite your application. Pencil is not allowed.

_____ Fill in the borough, block, lot and street address of your property.

_____ Fill in your name as the applicant.

_____ State your relationship to the property (owner, net lessee, etc.).

_____ State a market value claim (TC108) or an assessed value claim (TC101, TC106, TC109).

_____ Answer all the questions on the form relevant to your property. Respond to each question; for example, if there are no stores in your property, write "none" or "0". Do not leave any applicable question blank. Do not write "Not applicable" or "N/A".

_____ If required, complete and attach the applicable income and expense statement.

_____ Sign the application.

_____ Applications for tax class 2 and 4 property must be sworn and notarized properly.

_____ File the original, signed application.

_____ File one complete copy of TC105, TC106, or TC101 with TC208 for a hotel, with the original.

_____ File a copy of TC201, TC203 or TC214 alone, without attaching it to a copy of an application.

_____ Keep another copy of the entire application for your records and to use at a personal hearing.

_____ Initial the bottom of the page if you use a fax or internet copy of an application form.