

Finding Name and Address of Building Owner of Record or Owner’s Agent

Newsstand license applicants must send via certified mail a letter of notification to the owner or owner’s agent of the building or lot directly adjacent to the site of the proposed newsstand. It is your responsibility to provide this notice to either the property owner of record or the owner’s agent. The Newsstand License Application Checklist, including a model letter, are available at nyc.gov/BusinessToolbox.

The New York City Department of Finance and the New York State Department of State maintain online databases that may help you identify the name and mailing address of the owner of record or the owner’s agent. For convenience, the Department of Consumer Affairs (DCA) created this handout to help you navigate these online databases.

Please note that DCA cannot guarantee the accuracy of the information in the databases maintained by other agencies. If you have questions about the information or experience technical difficulty, please contact the Department of Finance (nyc.gov/finance) or the New York State Department of State (dos.ny.gov).

Search instructions if the property is NOT a condominium:	Search instructions if the property is a condominium:
<ol style="list-style-type: none"> 1. Visit the Department of Finance at nyc.gov/finance 2. Click on NYC Taxes and then Property Bills & Assessments. 3. Search by Borough-Block-Lot (BBL) information or address to locate Property Tax Bills. 4. In the list of Property Tax Bills, click the most recently dated Quarterly Statement. 5. On the most recently dated Quarterly Statement, locate the mailing address of building owner of record or owner’s agent. 6. Please use the mailing address to submit your letter of notification. 	<ol style="list-style-type: none"> 1. If you know the name of the condominium corporation/board of managers, proceed to Step 3. 2. If you do <i>not</i> know the name of the condominium corporation/board of managers, visit the Department of Finance at nyc.gov/finance and follow the same steps (left) to try to identify the owner. 3. Visit the New York State Department of State at dos.ny.gov 4. On the right side, click on Corporations & Business Entity Database Searches, then enter the name of the condominium corporation/board of managers. 5. The address is listed under Selected Entity Address Information (DOS Process). Please use the contact information to submit your letter of notification.