



Major Capital Improvements (MCI) Online Abatement Application User Guide

A step-by-step guide to applying for the MCI Abatement

December 2017

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How to File an MCI Abatement Application

Step by Step Guide

This guide will help you complete and submit your online MCI tax abatement application.

There are three main screens you will navigate to complete the application process:

- **SCREEN #1:** MCI Property Search
- **SCREEN #2:** MCI Search Results
- **SCREEN #3:** MCI Application

SCREEN #1: MCI Property Search

Begin the MCI application by searching for your property at www.nyc.gov/finance.

The screenshot shows the NYC Department of Finance website interface for the Major Capital Improvements (MCI) Property Search. At the top, there is the NYC Department of Finance logo and a language selection dropdown set to 'Select Language' and a 'Text-Size' link. Below this is a navigation menu with links for Home, Payments, NYC Taxes, Fines, Ways to Save, Sheriff/Courts, and About, along with a search bar. The main heading is 'Major Capital Improvements (MCI) Property Search'. Below the heading, users are prompted to 'Enter a Borough-Block-Lot (BBL):'. A helpful note states: 'If you do not know your BBL, [click here to search by address to retrieve the BBL.](#)' The form includes three input fields: 'Borough:' with a dropdown menu currently showing '2 - BRONX', 'Block:', and 'Lot:'. A blue 'SEARCH' button is positioned below the fields, and a 'Contact Us' link is located underneath. The footer contains a grid of links: 'Directory of City Agencies', 'Contact NYC Government', 'City Employees', 'Notify NYC', 'CityStore', 'Stay Connected', 'NYC Mobile Apps', 'Maps', and 'Resident Toolkit'. On the right side of the footer, there is a small search bar with the NYC logo and a 'Search' button, followed by a copyright notice: 'City of New York. 2014 All Rights Reserved. NYC is a trademark and service mark of the City of New York. Privacy Policy. Terms of Use.'

Step 1 → Enter your property’s borough-block-lot (BBL) number.

Helpful hint: If you provide an incorrect BBL, you will see the following error message.

The screenshot shows the NYC Department of Finance website's "Major Capital Improvements (MCI) Property Search" page. At the top, there is a navigation menu with links for Home, Payments, NYC Taxes, Fines, Ways to Save, Sheriff/Courts, and About, along with a search bar. The main heading is "Major Capital Improvements (MCI) Property Search". Below this, there is a section titled "Enter a Borough-Block-Lot (BBL):" with a link that says "If you do not know your BBL, click here to search by address to retrieve the BBL." The search form includes three input fields: "Borough:" with a dropdown menu showing "2 - BRONX", "Block:" with the value "12345", and "Lot:" with the value "1111". A red arrow points to a red error message that reads: "BBL was not found in our database. Please enter a new BBL and try again!". Below the error message is a blue "SEARCH" button and a "Contact Us" link.

Helpful hint: If you do not know your BBL, you can search for it by clicking the link provided or visiting www.nyc.gov/bbl.

The screenshot shows the NYC Department of Finance website's "Property Address Search" page. At the top, there is a navigation menu with links for Home, Payments, NYC Taxes, Fines, Ways to Save, Sheriff/Courts, and About, along with a search bar. The main heading is "Property Address Search". Below this, there is a section titled "To find a block and lot for a property, please enter the borough, house number and street name below:". The search form includes four input fields: "Borough:" with a dropdown menu showing "Bronx", "House Number:", "Street Name:", and "Apartment Number:" (with a note "(Enter for Condominiums only)"). A red arrow points to the search form. Below the form is a blue "SEARCH" button and a "Note:" label.

SCREEN #2: MCI Search Results

The search results screen will display all of the state-approved dockets for major capital improvements associated with your property.

NYC
Department of Finance

Select Language Text-Size

Home Payments NYC Taxes Fines Ways to Save Sheriff/Courts About Search

Major Capital Improvements (MCI) Property Search Results

BBL: 2-02456-0140
Property Address: 1150 GRAND CONCOU

Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
BN	Y	-----	-----	-----	Create Application
EN630050OM	Y	-----	-----	-----	Create Application

PLEASE NOTE: The Department of Finance receives approval docket information from the state Department of Housing and Community Renewal on a monthly basis. The dockets received appear above, if we have not yet received information about your docket, you can return to this site next month and if your docket has been received you can complete the application. Please call 311 or send us a message via [Contact Finance](#) for assistance.

- A. Docket Number: All MCI orders received by the Department of Finance from the New York State Division of Housing are assigned docket numbers.
- B. DHCR Information Received by DOF: If there is a Y in this column, we have received information about the docket from the state, and you may proceed with your application. If this column is blank, we have not yet received information, and you will have to return at a later date to complete the application.
- C. Application Number: Once you submit your application, we will assign it a number.
- D. Application Status: Your application will have one of four statuses—submitted, awaiting authorization, approved, or rejected. “Awaiting authorization” means that the Department of Finance is reviewing your MCI Abatement Application Proxy Form, which you must submit if you do not own the property and are attempting to apply on the owner’s behalf.
- E. Status Date: The date on which your status was determined.
- F. Action: The next step you can take in the process—create a new application, edit an existing application, or browse (review) a submitted application.

Helpful hint: Department of Finance records are updated monthly. If your search does not display any results (as in the example below), you may check again the following month or visit the Division of Housing and Community Renewal at <https://apps.hcr.ny.gov/casestatus> to check the status of your MCI order.

NYC
Department of Finance

Select Language Text-Size

[Home](#) | [Payments](#) | [NYC Taxes](#) | [Fines](#) | [Ways to Save](#) | [Sheriff/Courts](#) | [About](#) |

Major Capital Improvements (MCI) Property Search Results

BBL:
Property Address: LORIMER STREET

Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
PLEASE NOTE: The Department of Finance receives approval docket information from the state Department of Housing and Community Renewal on a monthly basis. It appears that we have not yet received information about your docket, and thus cannot process your application. Please check in next month to determine if your Docket data was received and you can submit an application. Please call 311 or send us a message via Contact Finance for assistance.					

Case Status Inquiry

New York State Division of Housing and Community Renewal

[Help](#) | [Print](#) | [Application Instructions](#)

Home Page > Forms & Applications > Case Status

i To search for a case, enter the docket number in the textbox and select the Search button. The information for that case, along with all related docket numbers, will be displayed.

Case Status Search

Docket Number:

Use of this system for purposes other than those authorized by the New York State Division of Housing and Community Renewal (DHCR) is prohibited. System usage may be monitored and/or audited.
[Privacy Policy](#) : [Disclaimer](#) : [DHCR Home](#)

SCREEN #3: MCI Application

Step 1 → Create Application

Use the “Create Application” link to begin your application for a particular docket.

Major Capital Improvements (MCI) Property Search Results

BBL: 2-02456-0140
Property Address: 1150 GRAND CONCOURSE

Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
BN630038OM	Y	-----	-----	-----	Create Application
EN630050OM	Y	-----	-----	-----	Create Application

Step 2 → Review the prepopulated information. If any of the information is incorrect, you can request an update.

Major Capital Improvements (MCI) Application

Docket Number : CS1

Application Status
Application has not been submitted.
Please enter required contact information in the boxes below and click Submit Application button.

Department of Finance Property Information
BBL: 4-012'
Property Address: 79-06
Property Owner: ORP
Number of Residential Units: 96

If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a [Request to Update](#).

DHCR Property Information
Docket Number: CS1
Number of Residential Units: 96
Approved Cost : \$148
The Department of Finance will verify information available before processing this application.

Step 3 → Enter your contact information. The required fields are marked with an asterisk.

After entering your contact information and any comments you would like us to review, click “Submit Application.”

Your application will be validated against Department of Finance records to confirm that you are the property owner or have been authorized to submit the application on the property’s behalf.

The Department of Finance will verify information available before processing this application.

Property Owner/Representative Contact Information

Contact Organization : *

Contact Last Name : * Relationship to Owner : *

Contact First Name : *

Street Address 1 :

Street Address 2 :

City : * State : *

Zip Code :

Email Address : *

Phone Number: - - *

Comments:

[Submit Application](#)

[Back to your property search results](#)

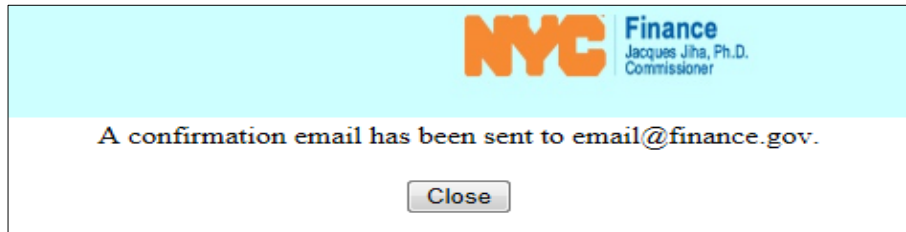
[Back to search other properties](#)

Helpful hint: Your application will time out after one hour of inactivity. Be sure to finish your entry and submit your form if you plan to be away from your computer for some time.

Step 4 → Notification

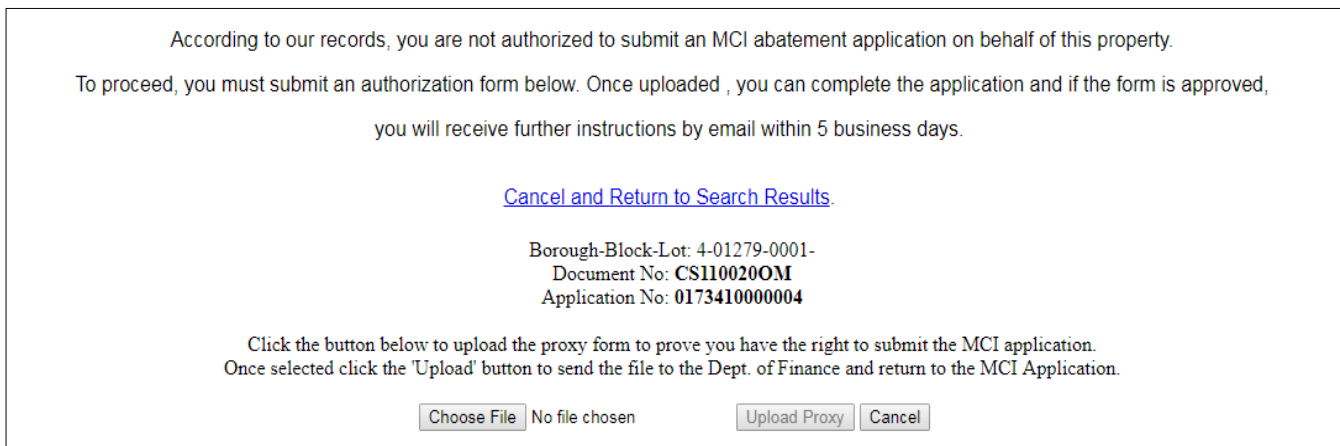
Authorized Applicant

You will receive a popup notification and an email confirmation if we are able to authenticate your contact information. This means that according to our records, you are the owner of the property or have been authorized to act on his or her behalf.



Unauthorized Applicant

If we cannot authenticate your contact information, you will be directed to a screen where you will be able to upload an MCI Proxy Form granting you permission to submit the abatement application on the property's owner behalf. (The form must be signed by the owner of the property.) A blank MCI Proxy Form was mailed to all parties referenced in the DHCR docket shortly after the docket's approval. The form can also be obtained online at www.nyc.gov/?????????.



Once the signed MCI Proxy Form is uploaded, you will proceed to another contact information screen.

Major Capital Improvements (MCI) Authorizat~~on~~ Form

Docket Number : CS1100200M

Application Number: 017341000004

Application Status
According to New York City Department of Finance and New York State Division of Housing and Community Renewal records, you are not authorized to submit a tax abatement application on behalf of this property.

By submitting the Authorization Form below, you attest that you own the property or have the authority to submit an application for the Major Capital Improvements tax abatement on the owner's behalf.

Department of Finance Property Information
BBL: 4-01279-0001
Property Address: 79-06 35 AVENUE

Property Owner/Representative Contact Information

Contact Last Name : * Relationship to Owner : *

Contact First Name : *

Contact Organization :

Email Address : *

Phone Number: - - *

By clicking below, I attest that I own this property or have been authorized by its owner to submit an MCI abatement application on the property's behalf. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render this application null and void.

[Submit Authorization](#)

[Back to your property search results](#)

Step 5 → Note the number assigned to your application. If you submitted a proxy form, your application status will be “Awaiting Authorization” until your contact information is validated.

Major Capital Improvements (MCI) Property Search Results

BBL: 4-01279-0001 Property Address: 79-06 35 AVENUE					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CS1100200M	Y	0173410000004	Awaiting Authorization	12/07/2017	Browse Application

Step 6 (optional) → Edit or Browse Your Application

Edit Application

You may edit your application before the Department of Finance approves or denies it. Your application can be edited as long as its status is “Submitted.”

Major Capital Improvements (MCI) Property Search Results					
BBL: 4-07670-0002 Property Address: 223-02 65 AVENUE					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CM12345678	N	0160320000005	Submitted	02/01/2016	Edit Application

Browse Application

Once your application has been approved or rejected, you may browse (review) it, but no further changes will be accepted. (This is also true of applications whose status is “Awaiting Authorization.”)

Major Capital Improvements (MCI) Property Search Results					
BBL: 1-00394-0041 Property Address: 183 AVENUE C					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CX410067OM	Y	0160320000001	Approved	02/01/2016	Browse Application
CX410067BB	N	0160320000002	Rejected	01/15/2016	Browse Application

The application’s status and status date are also available on the MCI Application screen.

Major Capital Improvements (MCI) Application

Docket Number : CS1100200M

Application Number: 0173410000004

Application Status

Application Submitted on: 12/07/2017 . Please check back in three weeks for an update on your application.

Department of Finance Property Information

BBL: 4-01279-0001

Property Address: 79-06 35 AVENUE

Property Owner: QLQ CORP

Number of Residential Units: 96

If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a [Request to Update](#).

DHCR Property Information

Docket Number: CS1100200M

