

**Please confirm your primary residency
by March 27, 2026**

March 6, 2026

Re: Borough-Block-Lot: 0-00000-0000 Unit #: 00

Dear Property Owner,

The New York City Department of Finance needs you to verify information regarding your Cooperative and Condominium Property Tax Abatement.

To submit your proof of primary residency at the property referenced above (a requirement for abatement eligibility):

1. Visit www.nyc.gov/dofsmartfile.
2. If you do not have an account, select "Create Account" and log in. If you have an account, log in.
3. Select "Co-op - Primary Residence Verification" or "Condo - Primary Residence Verification" and then select "Begin Filing."
4. Provide the information requested and upload a copy of any one of the following in the "Attachments" tab:
 - Your current driver's license, state-issued photo identification, or voter registration card
 - The first page of your most recently filed federal or state tax return
 - Your most recent 1099 tax statement
5. Remember to select "Submit Application" to complete your filing.

You can also make an appointment to submit your proof of residency in person at the Department of Finance's Manhattan Assistance Center. Visit www.nyc.gov/dofappointments to make an appointment.

If you have questions about this notice, please call 311 or contact us online at www.nyc.gov/contactpropexemptions.

Sincerely,

The Property Division
New York City Department of Finance