

**REQUEST TO UPDATE PROPERTY DATA  
FOR TAX CLASS 4 PROPERTIES**

NYC Department of Finance, Property Division, Attn: Assessment Review, 66 John Street, 12th Floor, New York, NY 10038

**We recommend that you submit this form online at [www.nyc.gov/assessments](http://www.nyc.gov/assessments).** Click on "Challenge your Assessment." Online forms are processed quickly, and you will receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

**INSTRUCTIONS:** This Request to Update Property Data is for all commercial and industrial properties, such as office, retail, factory buildings, and all other properties not included in tax classes 1, 2, or 3. Please fill out this form clearly and completely. All fields marked with an asterisk\* are required.

**SECTION I - GENERAL INFORMATION**I am the: ☐ OWNER ☐ REPRESENTATIVE**PROPERTY INFORMATION**

Borough*	Block*	Lot*	Easement	Building Class	Tax Class
Street Number*		Street Name*			Apartment Number

**OWNER INFORMATION**

First Name	MI:	Last Name	Company Name
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**CONTACT INFORMATION**

First Name*	MI:	Last Name*	Company Name	
Street Number*		Street Name*		Apartment Number
City*		State*	ZIP Code*	
Telephone Number*		Email Address*		

**SECTION II - GENERAL PROPERTY INFORMATION**

Only complete updates for items that have changed or if you disagree with the information provided on the latest Notice of Property Value.

DESCRIPTIVE PROPERTY DATA	REQUESTED UPDATE
1. Building Frontage .....	
2. Building Depth .....	
3. Story Height.....	
4. Number of Buildings .....	
5. Gross Square Footage .....	
6. Commercial Square Footage .....	
7. Residential Square Footage.....	
8. Garage Square Footage .....	
9. Year Built .....	
10. Style (see instr.) .....	
11. Construction Type (see instr.) .....	
12. Construction Quality (Grade) (see instr.) .....	
13. Exterior Wall (see instr.) .....	
14. Exterior Condition (see instr.).....	
15. Number of Commercial Units .....	
16. Number of Residential Units .....	
17. Tax Classification (see instr.).....	
18. Building Classification (see instr.) .....	

Comments: \_\_\_\_\_

**CERTIFICATION** I hereby certify that I am the owner or other person responsible for the payment of taxes, or the person authorized by the owner to make this statement. I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. 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 statement null and void.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

## INSTRUCTIONS

**Reason to File this Form.** Use this form to request an update of the descriptive data contained in the annual Notice of Property Value (NOPV). Only submit items that have changed or if you disagree with the information provided on the latest NOPV. Write changes in the "Requested Update" column. Note: Changes in data may affect Finance's estimate of your property's market value although they might not affect the assessed value on which your taxes are calculated.

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### Definitions of Property Data:

1. **Building Frontage** - the length of the building front, measured in feet.
2. **Building Depth** - the length of the building (in feet) measured from the front to the back.
3. **Story Height** - the number of above-ground floors (in feet) measured, from ground to roof.
5. **Gross Square Footage** - square footage from exterior wall to exterior wall for each floor inclusive of common areas.
6. **Commercial Square Footage** - the total finished area designated for commercial use (e.g., office, retail, storage, loft, factory, etc).
7. **Residential Square Footage** - same as Gross Square Footage, applied to residential and residential common areas .
8. **Garage Square Footage** - the total square footage designated for the storage of 1 or more automobiles.
9. **Year Built** - the year building construction began.
10. **Style** - Brownstone, Bungalow, Cape Cod, Colonial, Condominium, Conventional, High Ranch, Old Style, Ranch, Row, Split Level, Townhouse, Tudor, or Other/Unique.
11. **Construction Type** - Frame, Brick, Cinder Block, Stone, Cinderblock and Brick, or Other.
12. **Construction Quality** - A+ grade, A grade, B grade, C grade, D grade or E grade.
  - **A+ grade:** Buildings have an outstanding architectural style and design
  - **A grade:** Buildings are architecturally attractive and are constructed with excellent quality materials and workmanship
  - **B grade:** Buildings are constructed with good quality materials and above average workmanship
  - **C grade:** Buildings are constructed with average quality materials and workmanship
  - **D grade:** Buildings are constructed with economy quality materials and fair workmanship
  - **E grade:** Buildings are constructed with a very cheap grade of material and poor workmanship.
13. **Exterior Wall** - Aluminum/Vinyl, Artificial Masonry, Combination, Composition, Expensive Wood, Wood, Expensive Masonry, Masonry or Stucco.
14. **Exterior Condition** - Excellent, Good, High Average, Average, Low Average or Poor.
15. **Number of Commercial Units** - the total number of units used for commercial use.
16. **Number of Residential Units** - the total number of units used for residential use.
17. **Tax Classification** - State law requires that Finance assign every property to one of four tax classes:
  - **Class 1:** Includes most residential property of up to three units (one-, two-, and three-family homes and small stores or offices with one or two apartments attached), and most condominiums that are not more than three stories.
  - **Class 2:** Includes all other property that is primarily residential, such as cooperatives and condominiums.
  - **Class 3:** Includes property with equipment owned by a utility company.
  - **Class 4:** Includes all commercial or industrial property, such as office or factory buildings.
18. **Building Classification** - A two-character code, which categorizes property by use; the best description for the overall use of the property. Valid codes can be found at <http://www1.nyc.gov/assets/finance/jump/hlpbldgcode.html>.