



A User Guide to the CRP/CEP Certificate of Continuing Eligibility (CCE) Online Renewal

A step-by-step guide to help you complete the online renewal application

February 2021

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INTRODUCTION

This guide is designed to assist you in completing your Commercial Revitalization (CRP) & Commercial Expansion (CEP) Certificates of Continuing Eligibility (CCE) forms.

In the following pages, we provide a step-by-step manual with detailed explanations to help you navigate the Department of Finance's new online system and to submit your CCE form with ease.

We also have a list of frequently asked questions, which you can find at www.nyc.gov/crp or www.nyc.gov/cep . Please [contact us](#) or call 311 for additional assistance.

NAVIGATING THE SYSTEM (Helpful Hints)

Tenant vs. Owner Renewal Application

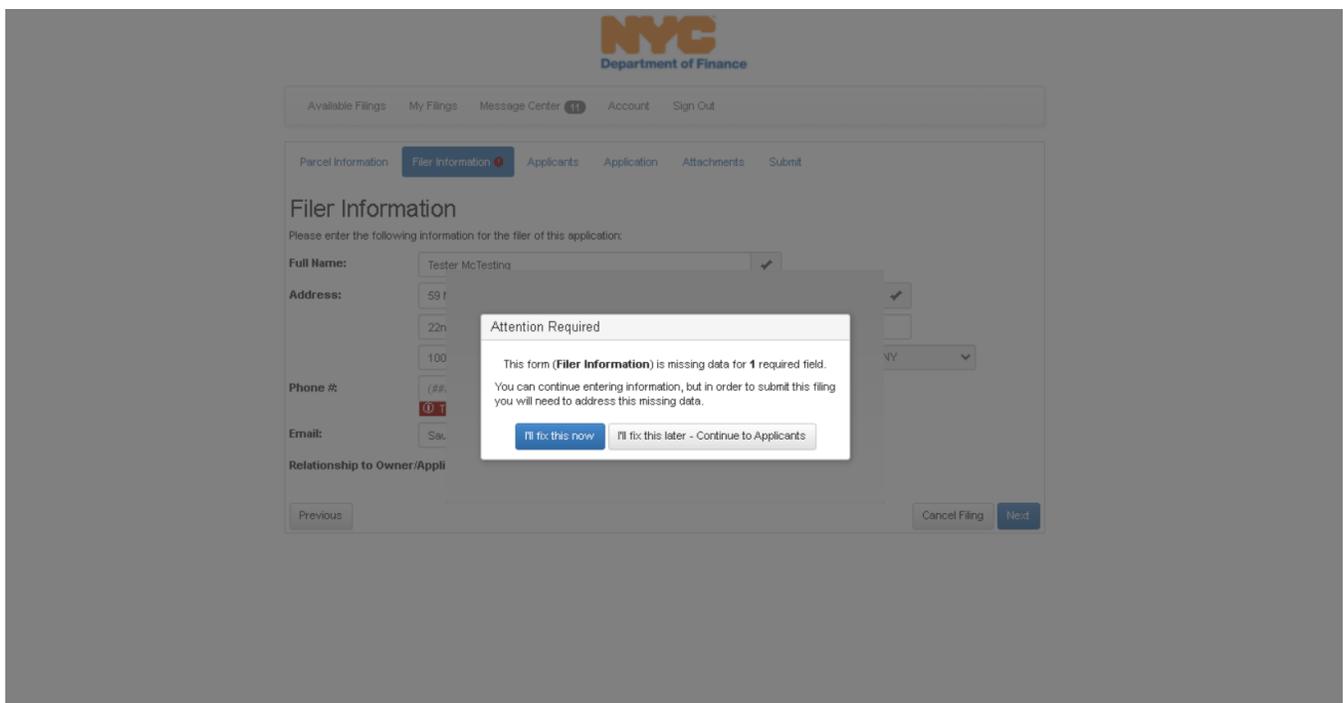
The **Tenant** Renewal application should be accessed by a representative of the tenant applicant. This individual is filing on behalf of the eligible tenant and could be an owner of the company, an employee of the company or a hired third-party representative – that individual will be the contact name for the tenant applicant, in association with the renewal.

The **Owner** Renewal application should be accessed by a representative of the owner applicant. This individual is filing on behalf of the eligible owner and could be the property owner, an employee of the ownership company or a hired third-party representative – that individual will be the contact name for the owner applicant, in association with the renewal.

Required Fields

Throughout this system you will be asked to provide information and answer questions. There are certain fields that you must complete in order to move between screens or submit an CRP/CEP CCE form.

If at any time you try to save information by clicking **Next** or **Submit Form** and there is an error, you will see the message below. Fields that are blank or filled in incorrectly will be highlighted in red, as shown in the example:



The screenshot shows the NYC Department of Finance Filer Information form. The form is titled "Filer Information" and includes fields for Full Name, Address, Phone #, Email, and Relationship to Owner/Applicant. The "Phone #" field is highlighted in red, indicating a required field. An "Attention Required" dialog box is displayed over the form, stating: "This form (Filer Information) is missing data for 1 required field. You can continue entering information, but in order to submit this filing you will need to address this missing data." The dialog box has two buttons: "I'll fix this now" and "I'll fix this later - Continue to Applicants". The form also has "Previous", "Cancel Filing", and "Next" buttons.

You can continue to move to the next page and add the missing information later. You will need to complete all required fields to be able to submit the application.

Text Boxes

A text box will appear if you answer **YES** to a question. Text boxes are required fields and must be completed. *Your response must have a minimum of 20 characters. If you get an error message, you must expand on your answer.*

Time Out

The system will time out if there is no activity for thirty minutes. It will save all information through the next-to-the-last page you entered information on. Please be sure to submit or save your form if you plan to step away.

Navigating Between Screens

At the bottom of each screen are the following buttons:

- ⇒ **Cancel Filing** button allows you to cancel the questionnaire
- ⇒ **Next** button allows you to advance to the next screen
- ⇒ **Previous** button allows you to go back to a previous screen

When you leave a screen, the system will automatically save the information entered.

Managing Your Filings

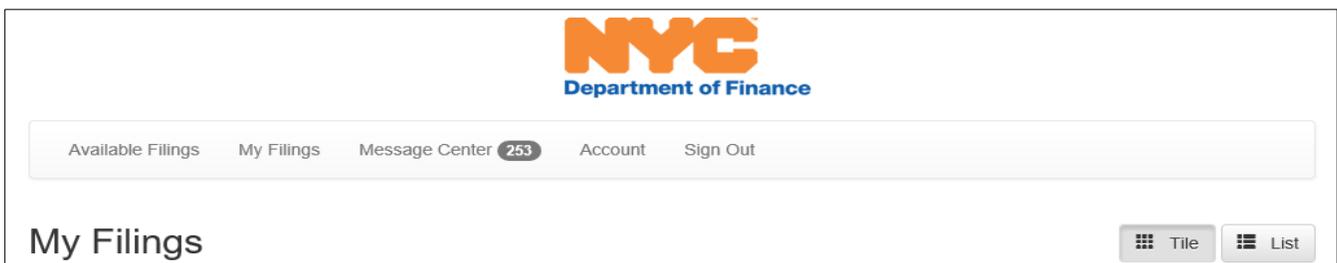
There are five tabs at the top of the application that will help you manage your filings and your account.



- ⇒ The **Available Filings** tab contains the list of all available filings
- ⇒ The **My Filings** tab contains the list of filings you have already started or created
- ⇒ The **Message Center** tab contains any email correspondence with DOF regarding your filings
- ⇒ The **Account** tab allows you to change your password or deactivate your account
- ⇒ The **Sign Out** tab enables you to log out of the site

To **Return to a Filing** you have started or view a submitted filing, please follow these instructions:

- ⇒ Visit the **My Filings** tab

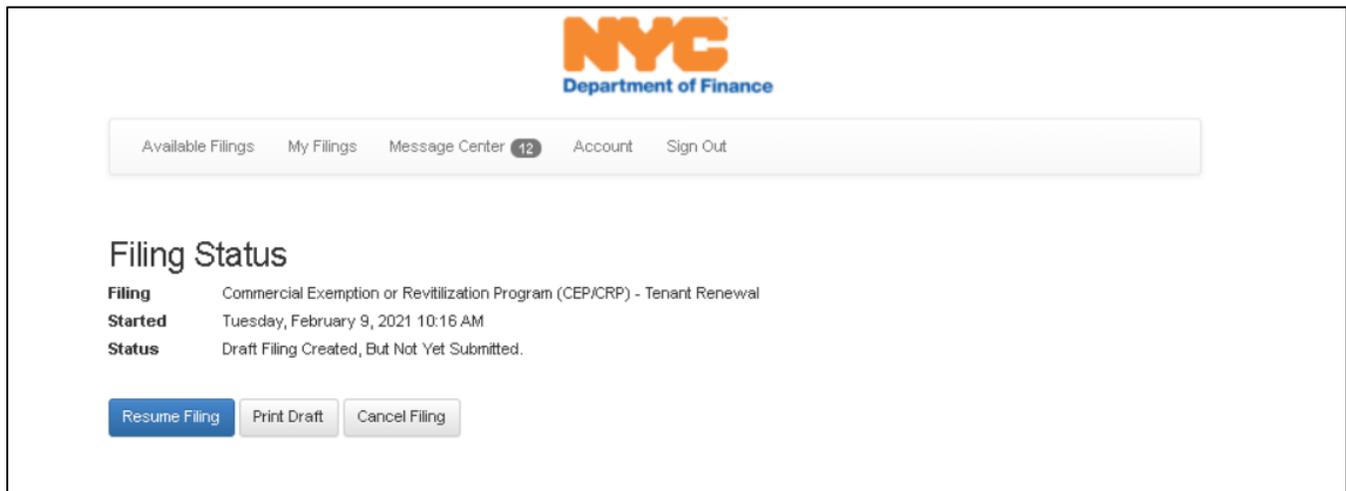


- ⇒ Click on the *Filing Link*. The *Primary Keys* will contain the filings Application Number, Tenant Name and BBL



The **Filing Statuses** are identified below:

⇒ If the filing is still a draft and has not been submitted, you will see the options identified below:

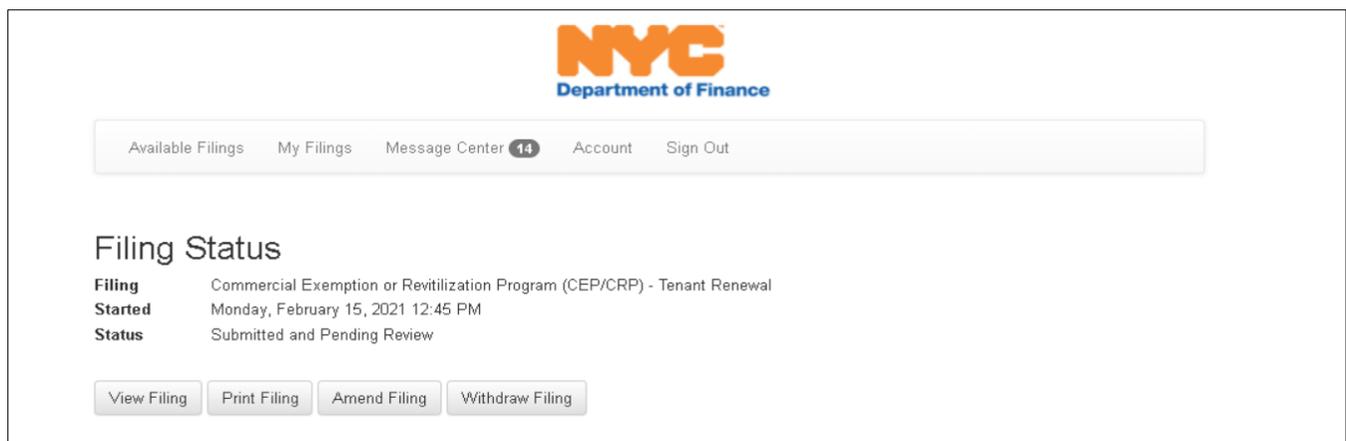


The screenshot shows the NYC Department of Finance user interface. At the top right is the NYC Department of Finance logo. Below it is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 12), Account, and Sign Out. The main heading is "Filing Status". Below this, the following information is displayed:

- Filing:** Commercial Exemption or Revitalization Program (CEP/CRP) - Tenant Renewal
- Started:** Tuesday, February 9, 2021 10:16 AM
- Status:** Draft Filing Created, But Not Yet Submitted.

At the bottom of the status section, there are three buttons: "Resume Filing" (highlighted in blue), "Print Draft", and "Cancel Filing".

⇒ If the filing has been submitted, you will see the options identified below:



The screenshot shows the NYC Department of Finance user interface. At the top right is the NYC Department of Finance logo. Below it is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 14), Account, and Sign Out. The main heading is "Filing Status". Below this, the following information is displayed:

- Filing:** Commercial Exemption or Revitalization Program (CEP/CRP) - Tenant Renewal
- Started:** Monday, February 15, 2021 12:45 PM
- Status:** Submitted and Pending Review

At the bottom of the status section, there are four buttons: "View Filing", "Print Filing", "Amend Filing", and "Withdraw Filing".

NYC.ID

You must have a NYC.ID to access the system!

If you already have a NYC.ID account, you can log in by entering your NYC.ID email and password.

NYC
Department of Finance

As of May 5, 2019, you must use NYC.ID to access the Department of Finance's SmartFile online application filing system. If you previously registered for the SmartFile system, use the same email address to create your new NYC.ID account.

Login

Log in using your NYC account.

Email Address or Username: *

Password: *

Log In

Log in using one of these options:

NYC Employees

or

[Create Account](#)
[Forgot Password](#)

If you do not have an NYC.ID account, you will need to create one and can do so by clicking on the **Create Account** link on this tab.

You may change your password by clicking on the **Change Password** link on this tab.

Create a NYC.ID

Complete all required fields.

Create Account

All fields are required.

EMAIL OR USERNAME

? Email Address or Username:

Confirm Email Address or Username:

PASSWORD

? Password:

Confirm Password:

NAME

First Name:

Middle Initial:

Last Name:

SECURITY

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Security Question:

Answer:

Display Answers: Show Hide

TERMS

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

[CREATE ACCOUNT](#)

Forgot/Reset Your Password

Enter the email you registered with.



Forgot Password

Lost password? Enter your email address and you'll get instructions on how to reset your password in a few minutes.

Email

[Reset Password](#)

Click **Reset Password**.



Forgot Password

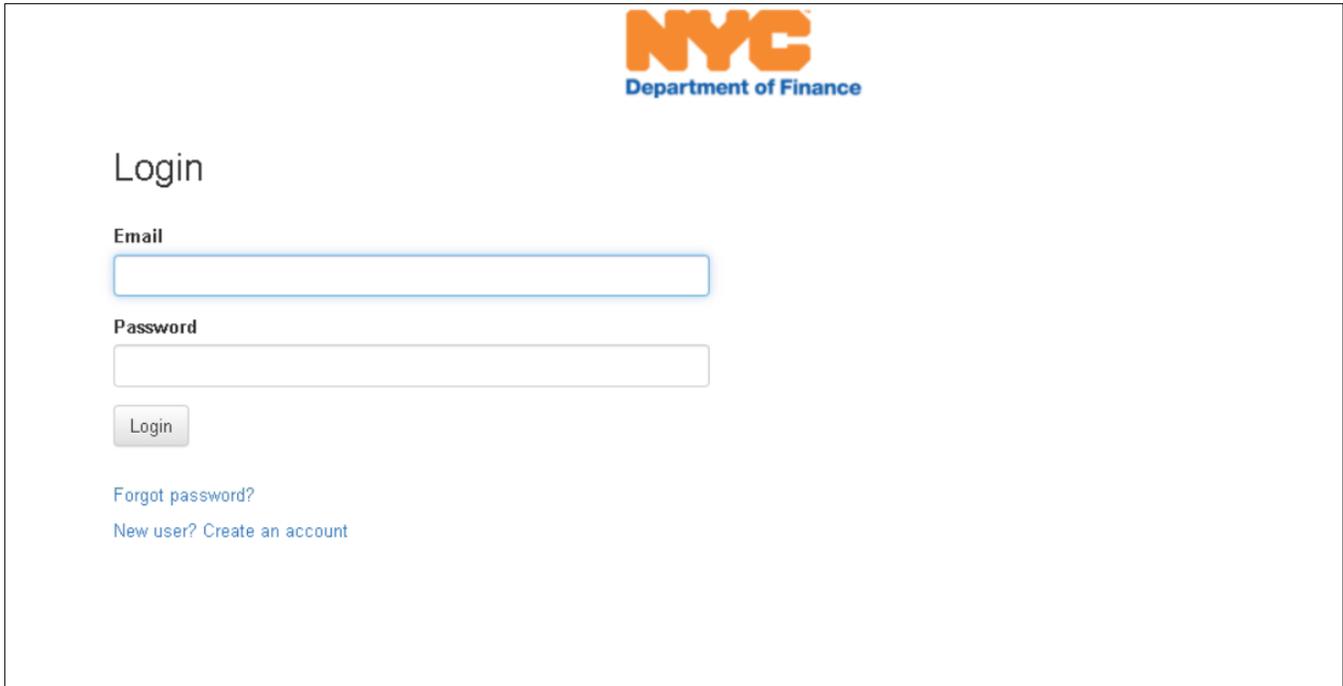
We just sent an email to you with instructions on how to set a new password. You must **click the link in that email** to finish changing your password.

[Return to Login page](#)

Use the link sent to you by email to reset your password. Once you reset your password, you will be able to access the Online Renewal and Start a Filing, see next section.

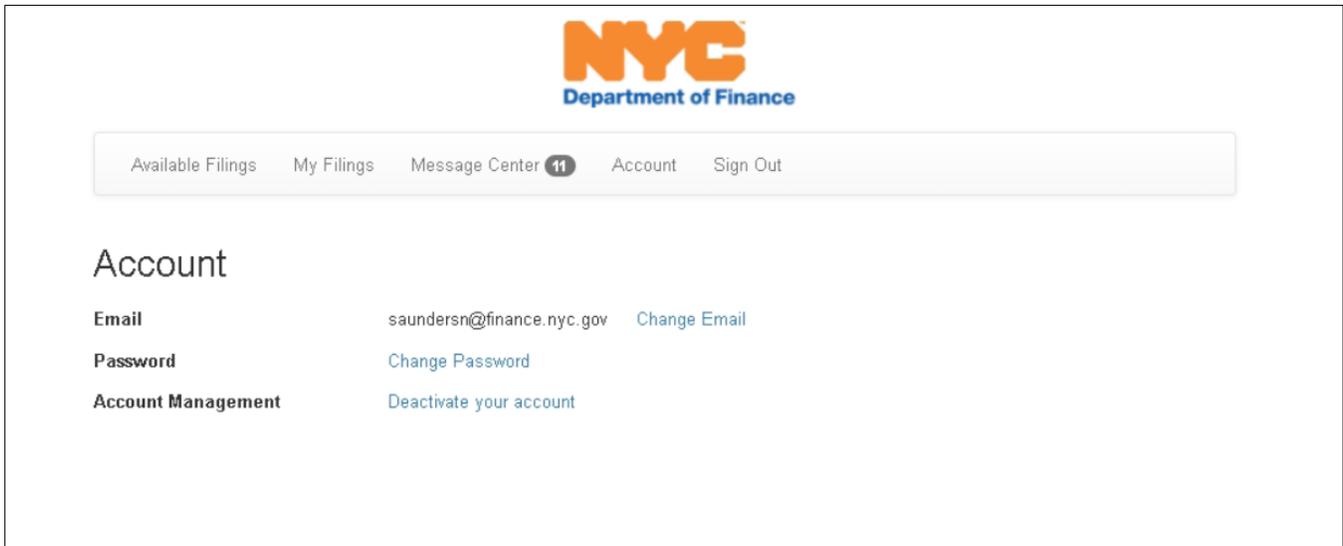
STARTING A FILING (TENANT)

The first step in Filing a CCE is accessing the SmartFile platform *through the NYC.ID portal* and entering your NYC.ID credentials



The screenshot shows the login interface for the NYC Department of Finance. At the top right is the NYC Department of Finance logo. Below it, the word "Login" is displayed. There are two input fields: "Email" and "Password". Below the password field is a "Login" button. At the bottom, there are two links: "Forgot password?" and "New user? Create an account".

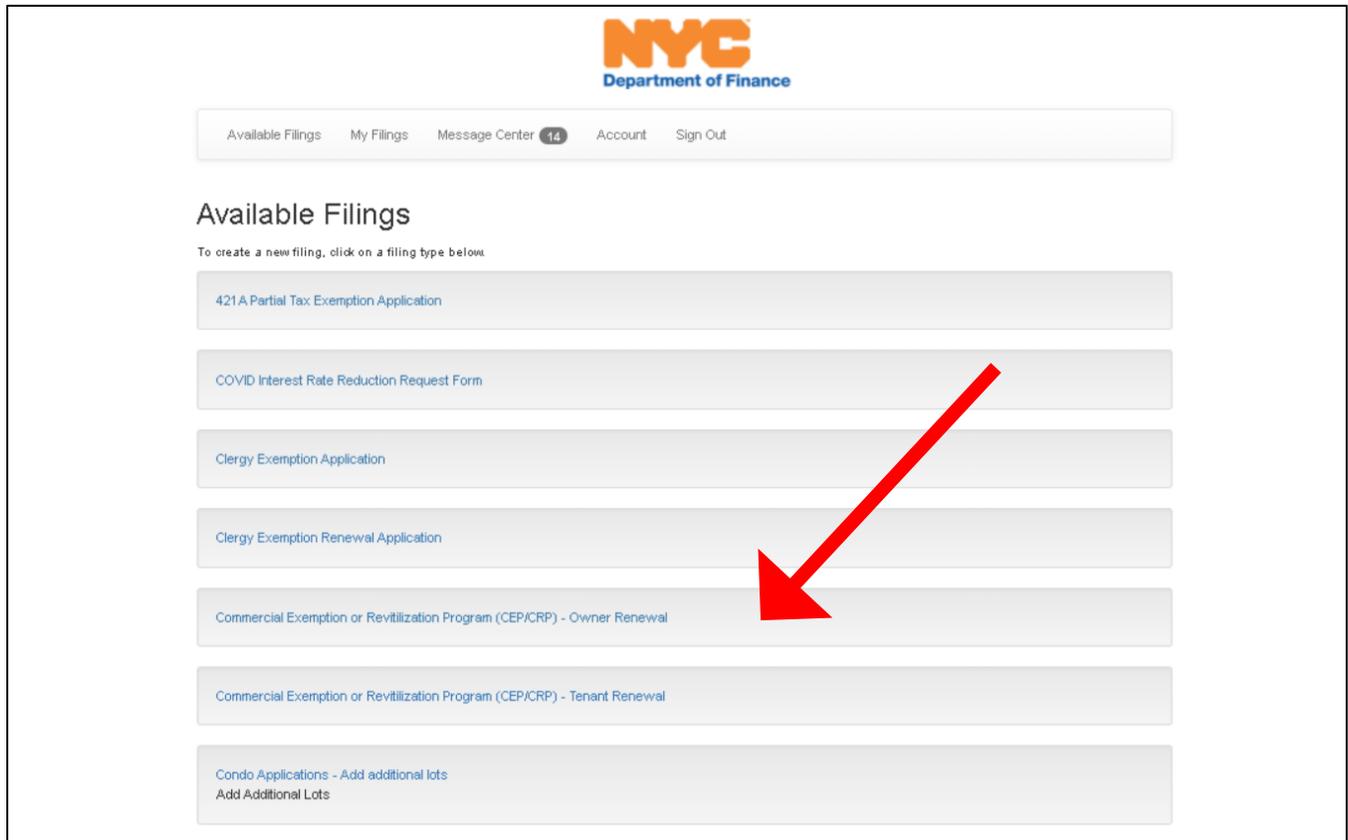
Visit the **Managing Your Filings** section of this document to navigate through the different headings.



The screenshot shows the account management interface for the NYC Department of Finance. At the top right is the NYC Department of Finance logo. Below it is a navigation bar with the following items: "Available Filings", "My Filings", "Message Center" (with a notification badge showing "11"), "Account", and "Sign Out". Below the navigation bar, the word "Account" is displayed. There are three rows of account management options:

Email	saundersn@finance.nyc.gov	Change Email
Password		Change Password
Account Management		Deactivate your account

Once you have successfully logged in, you will be able to view **Available Filings** and proceed in filing the CRP/CEP CCE.



The screenshot shows the NYC Department of Finance website's 'Available Filings' page. At the top, there is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge of 14), 'Account', and 'Sign Out'. Below the navigation bar, the heading 'Available Filings' is followed by the instruction 'To create a new filing, click on a filing type below'. A list of seven filing options is presented in light gray boxes: '421 A Partial Tax Exemption Application', 'COVID Interest Rate Reduction Request Form', 'Clergy Exemption Application', 'Clergy Exemption Renewal Application', 'Commercial Exemption or Revitalization Program (CEP/CRP) - Owner Renewal', 'Commercial Exemption or Revitalization Program (CEP/CRP) - Tenant Renewal', and 'Condo Applications - Add additional lots' (with a sub-link 'Add Additional Lots'). A prominent red arrow points from the top right towards the 'Commercial Exemption or Revitalization Program (CEP/CRP) - Owner Renewal' option.

Read the Agreement and Representations statement on the Tenant Renewal of CREP/CRP and proceed with the submission by clicking **Begin Filing**.

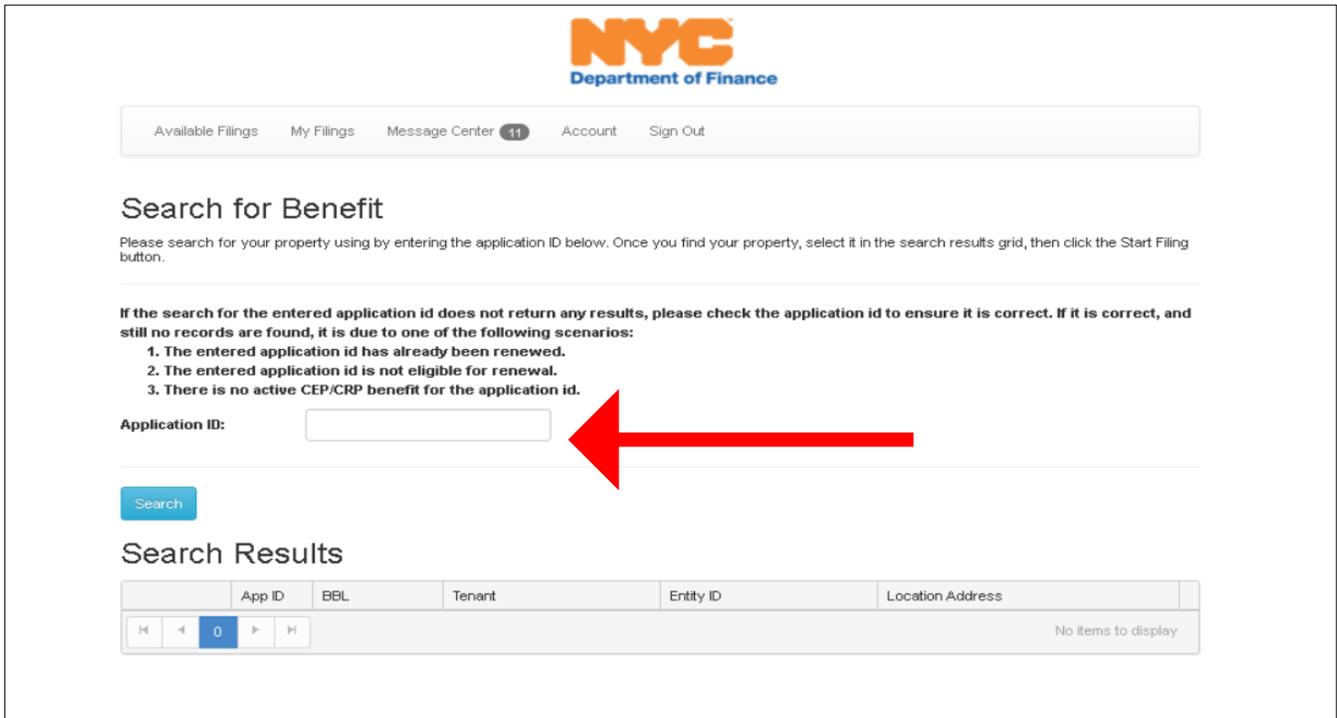


The screenshot displays the 'Tenant Renewal of CEP/CRP' page on the NYC Department of Finance website. The navigation bar at the top is identical to the previous screenshot, but the 'Message Center' notification badge now shows 11. The main heading is 'Tenant Renewal of CEP/CRP'. Below this, the section 'AGREEMENT AND REPRESENTATIONS.' is followed by three numbered items: 1. The tenant certifies the following: (a) The eligible premises listed above continues to be leased and occupied only by the tenant/applicant who first signed the lease (unless something different is stated on this form). (b) It is used for the commercial purpose certified by the previous Notification of Eligibility/Abatement. (c) They shall agree to comply with the statements, agreements and representations listed on this form. 2. The applicant will comply with all sections of law and regulations relating to the construction, maintenance and operation of the property. 3. Information will be plainly disclosed in an attachment to this form if the applicant or owner, officer, director or general partner currently has arson charges pending in NYC or anywhere else. At the bottom left of the page, there is a blue button labeled 'Begin Filing'. A large red arrow points from the right side of the page towards this button.

Once logged-in, the system will present the **Search for Benefit** screen to begin the filing, see next section.

Search for Benefit

Find your Online Renewal application by entering your CEP/CRP Application ID (Application Number).



Once a valid application number is entered, you will be allowed to **Start Filing** your renewal.

NYC
Department of Finance

Available Filings My Filings Message Center **11** Account Sign Out

Search for Benefit

Please search for your property using by entering the application ID below. Once you find your property, select it in the search results grid, then click the Start Filing button.

If the search for the entered application id does not return any results, please check the application id to ensure it is correct. If it is correct, and still no records are found, it is due to one of the following scenarios:

1. The entered application id has already been renewed.
2. The entered application id is not eligible for renewal.
3. There is no active CEP/CRP benefit for the application id.

Application ID:

[Search](#)

Search Results

	App ID	BBL	Tenant	Entity ID	Location Address
Start Filing	4551	4-00410-0046	AMERICAN BRIDGE COMP		21 -05 41 AVENUE

1 - 1 of 1 items

There are five tabs at the top of the application identify each stage of the renewal application.

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Available Filings My Filings Message Center **11** Account Sign Out

[Parcel Information](#) [Filer Information](#) [Applicants](#) [Application](#) [Attachments](#) [Submit](#)

- ⇒ The **Parcel Information** tab reflects system produced property data for the applicant to verify
- ⇒ The **Filer Information** tab allows the applicant to enter their contact information
- ⇒ The **Applicants** tab provides already entered data on the benefitting tenant and filer
- ⇒ The **Application** tab requires you to answer questions on the status of your tenancy
- ⇒ The **Attachments** tab allows you to include any required supporting material
- ⇒ The **Submit** tab enables you to submit your required renewal application

Parcel Information

The system will present the information associated with the tenant occupied property, all fields will be filled in with the corresponding property data information. That information includes the property **Borough-Block-Lot** Number, **Tax Class**, **Building Class**, **Location Address**, **Property Owner**, as identified in [ACRIS](#) and the name of the **Tenant** associated with this application. The **Tenant EIN** field will be populated in next year's renewal; this is a data component to be captured once our online CEP/CRP application goes live.

The screenshot shows the NYC Department of Finance web interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge of 11), 'Account', and 'Sign Out'. A secondary navigation bar contains 'Parcel Information' (highlighted in blue), 'Filer Information', 'Applicants', 'Application', 'Attachments', and 'Submit'. The main heading is 'Verify Property Information', followed by the instruction 'Please verify you have selected the correct property.' The form fields are: 'BBL' (a single-line text field with a checkmark icon on the right), 'Tax Class' and 'Building Class' (two side-by-side text fields), 'Location Address' (three stacked text fields), 'Owner' (two side-by-side text fields), 'Tenant' (a single-line text field), and 'Tenant EIN' (a single-line text field). At the bottom right, there are two buttons: 'Cancel Filing' and 'Next'.

Once the information is validated, click **Next** to proceed to the next page of the renewal.

Filer Information

The system will present the applicant to enter contact information. This information should reflect the individual submitting the renewal. This information will be used if an aspect of the applicant requires additional involvement and/or the tenant applicant needs to be contacted. This contact information should be valid and current.

The screenshot shows the NYC Department of Finance website interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 11), Account, and Sign Out. The main content area has a breadcrumb trail: Parcel Information > Filer Information > Applicants > Application > Attachments > Submit. The 'Filer Information' section is active and contains the following fields:

- Full Name:** A text input field with a red asterisk indicating it is required.
- Address:** A multi-line form with three input fields: 'Street Address' (required), 'Apt., Unit No.', and 'Zip' (required). To the right of the 'Zip' field are 'Zip+' and 'City' fields, followed by a dropdown arrow.
- Phone #:** A text input field with a placeholder '(###) ###-####' and a red asterisk.
- Email:** A text input field with a red asterisk.
- Relationship to Owner/Applicant:** A dropdown menu with a red asterisk.

At the bottom of the form are three buttons: 'Previous' (disabled), 'Cancel Filing' (disabled), and 'Next' (active).

Once the entered information is validated, click **Next** to proceed to the next page of the renewal.

Applicant Information

This screen separates the contact information into the **Tenant/Applicant** data and the **Tenant Representative** data.

The screenshot shows the NYC Department of Finance website interface. At the top, there is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 11), Account, and Sign Out. Below this is a secondary navigation bar with links for Parcel Information, Filer Information, Applicants (highlighted in blue), Application, Attachments, and Submit. The main content area is titled "Applicant Information" and is divided into two sections: "Tenant/Applicant" and "Tenant Representative".

Tenant/Applicant fields include:

- Name(s): AMERICAN BRIDGE COMP
- Taxpayer ID: no dashes
- Daytime Address: 30 W 26TH ST, Apt., Unit No., NEW YORK NY 10010-2011
- Phone: (###) ###-####
- Email: (empty)

Tenant Representative fields include:

- Name: Tester McTesting ✓
- Address: 59 Maiden Lane ✓, 22nd Floor, NEW YORK, NY 10038
- Phone: (###) ###-####
- Email: SaundersN@finance.nyc.gov ✓
- Relationship to Tenant: Tenant ✓

At the bottom of the form, there are three buttons: "Previous", "Cancel Filing", and "Next".

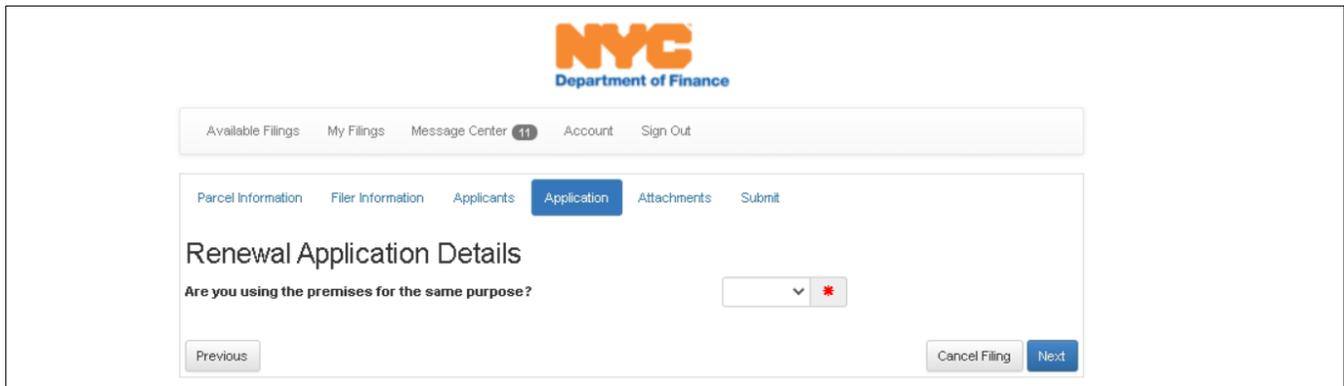
The **Tenant/Applicant** information will reflect the name of the tenant receiving the CEP/CRP abatement benefit. The Tenant Name and Address will populate automatically. Please update the Taxpayer ID field with the Tenant EIN, as previously mentioned, this is a data component that will be captured once our online CEP/CRP application goes live.

The **Tenant Representative** data is populated based on the data entered in the previous screen, the Filer Information.

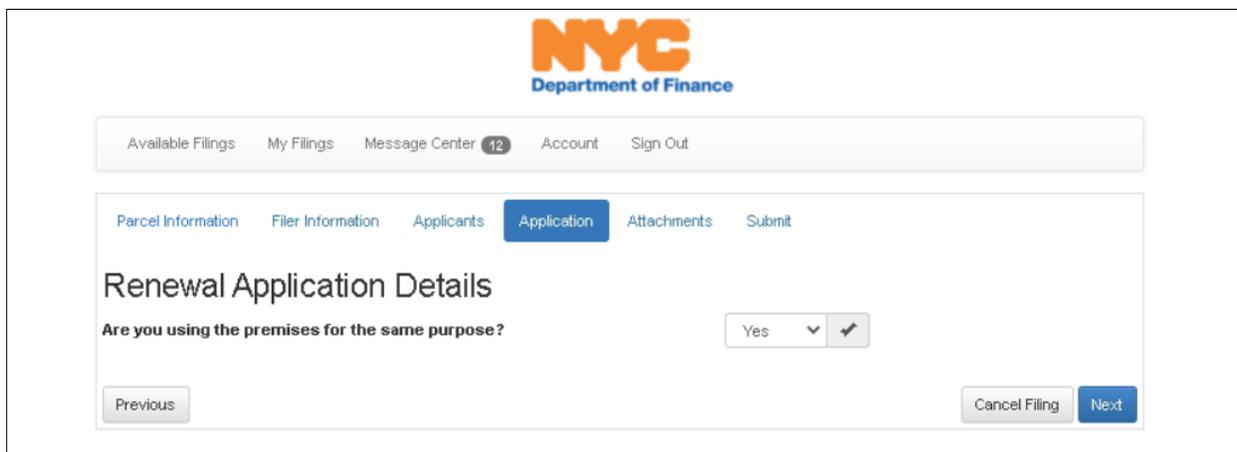
Once the entered information is validated, click **Next** to proceed to the next page of the renewal.

Application

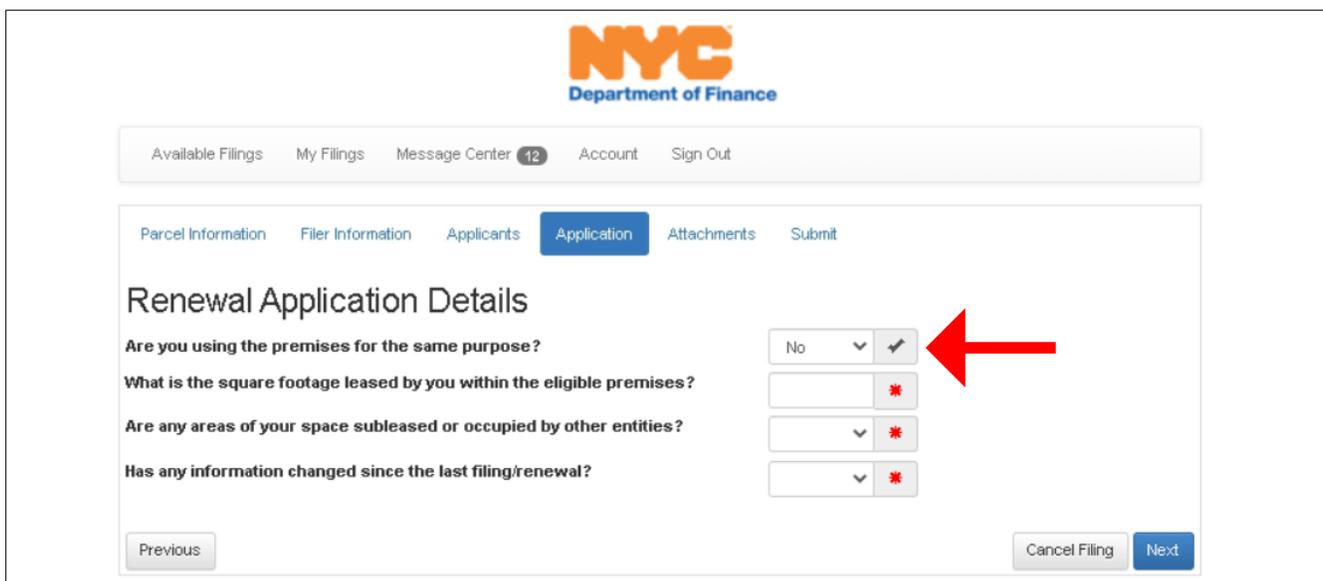
This portion of the application validates your current eligibility for the abatement. Any updates to the eligible tenancy should be noted here.



If your response is **Yes**, click **Next** to proceed to the next page of the renewal.



If your response is **No**, there will be additional questions.



If you are not using the premises for the same purposes on which the original application was approved, you responded **No**. If so, please provide responses to the additional questions displayed under *Renewal Application Details*.

⇒ Please provide the square footage of your tenancy, the same square footage identified on your original application; supported by the information within your associated lease.

NYC Department of Finance

Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments Submit

Renewal Application Details

Are you using the premises for the same purpose? No ✓

What is the square footage leased by you within the eligible premises? 5,021 ✓

Are any areas of your space subleased or occupied by other entities? *

Has any information changed since the last filing/renewal? *

Previous Cancel Filing Next

⇒ Was any portion of your tenancy sublet to another entity? If **No**, proceed to the next question.

NYC Department of Finance

Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments Submit

Renewal Application Details

Are you using the premises for the same purpose? No ✓

What is the square footage leased by you within the eligible premises? 5,021 ✓

Are any areas of your space subleased or occupied by other entities? No ✓

Has any information changed since the last filing/renewal? *

Previous Cancel Filing Next

⇒ Was any portion of your tenancy sublet to another entity? If **Yes**, you must provide detail

⇒ Provide the amount of sublet space as well as the commencement date of the sublease.

⇒ The next section of the renewal application allows you to attach supporting material.

Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments Submit

Renewal Application Details

Are you using the premises for the same purpose? No ✓

What is the square footage leased by you within the eligible premises? 5,021 ✓

Are any areas of your space subleased or occupied by other entities? Yes ✓

Amount of subleased space: *

Sublease commencement Date: *

Explain relationship between eligible tenant and sub-tenant: *

Please attach sublease agreement.

Has any information changed since the last filing/renewal? *

Previous Cancel Filing Next

⇒ You will also be required to provide some context of the sublease or termination agreement. Use the provided space and again remember, attachments are allowed within the next section of the renewal.

Explain relationship between eligible tenant and sub-tenant: ✓

ENTER TEXT HERE TO EXPLAIN YOUR RELATIONSHIP WITH THE SUB-TENANT OR TO EXPLAIN THAT THE TENANT IS NO LONGER OCCUPYING THE SPACE.

Please attach sublease agreement.

Has any information changed since the last filing/renewal? Yes ✓

Please Explain: ✓

SEE ABOVE STATEMENTS.

Previous Cancel Filing Next

Once the entered information is validated, click **Next** to proceed to the next page of the renewal.

Associated Documents

The screenshot shows the NYC Department of Finance web interface. At the top, the logo 'NYC Department of Finance' is displayed. Below it is a navigation bar with links: 'Available Filings', 'My Filings', 'Message Center' (with a notification badge '12'), 'Account', and 'Sign Out'. A secondary navigation bar contains 'Parcel Information', 'Filer Information', 'Applicants', 'Application', 'Attachments' (highlighted in blue), and 'Submit'. The main heading is 'Associated Documents'. A red asterisk icon is followed by the text: '* - You must attach at least one document in this category.' Below this, the section is titled 'Current Attachments:' and includes the instruction 'Attach more files for this category:'. A large grey box contains a 'Select files...' button. At the bottom of the page, there are 'Previous', 'Cancel Filing', and 'Next' buttons.

If you answered **No**, in the previous section of the application; identifying that there was change in the subject tenancy, you must attach material supporting your statements. This material should be a termination/sublease-type agreement that specifies the date and conditions of the termination or sublease.

This screenshot shows the same NYC Department of Finance web interface as the previous one, but with a successful attachment. The 'Associated Documents' section now displays a green checkmark icon followed by the text: '✓ - Required file has been attached.' Below this, the section is titled 'Current Attachments:'. A table lists the attached file:

Filename	Size (kb)	
CRP .doc	105	Delete Edit

Below the table, the instruction 'Attach more files for this category:' is followed by a grey box containing a 'Select files...' button and a '✓ Done' status indicator. At the bottom of the page, there are 'Previous', 'Cancel Filing', and 'Next' buttons.

Certification

This portion of the renewal requires the filer to certify that, to the best of their knowledge, all the entered information is true and correct. Ramifications for deception are outlined as well as options to Cancel, Print or Submit the application.



Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments Submit

Certification

I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void.

Information is clearly disclosed in an attachment to this form if the applicant or owner, officer, director or general partner currently has arson charges pending in NYC or anywhere else

*

Name *

Date

Legal Notice

All submitted applications for the CEP/CRP Tenant exemption are subject to review in accordance with the laws and policies of New York State and the policies and procedures of the NYC Department of Finance. If any information you have provided on this application changes, you must notify Finance immediately. We recommend that you keep a copy of this application for your records.

PreviousCancel FilingPrint DraftSubmit



Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments Submit

Certification

I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void.

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✔

Name ✔

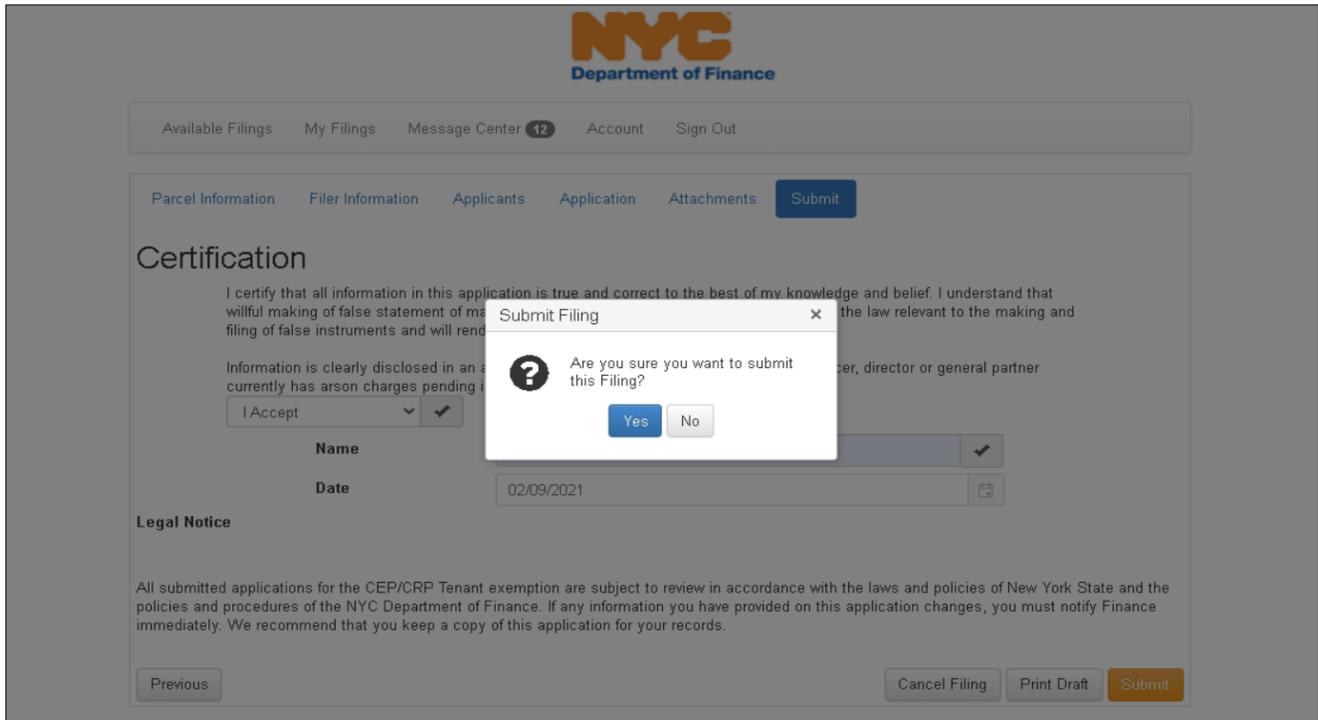
Date

Legal Notice

All submitted applications for the CEP/CRP Tenant exemption are subject to review in accordance with the laws and policies of New York State and the policies and procedures of the NYC Department of Finance. If any information you have provided on this application changes, you must notify Finance immediately. We recommend that you keep a copy of this application for your records.

PreviousCancel FilingPrint DraftSubmit

You will be presented with a final confirmation of submission.

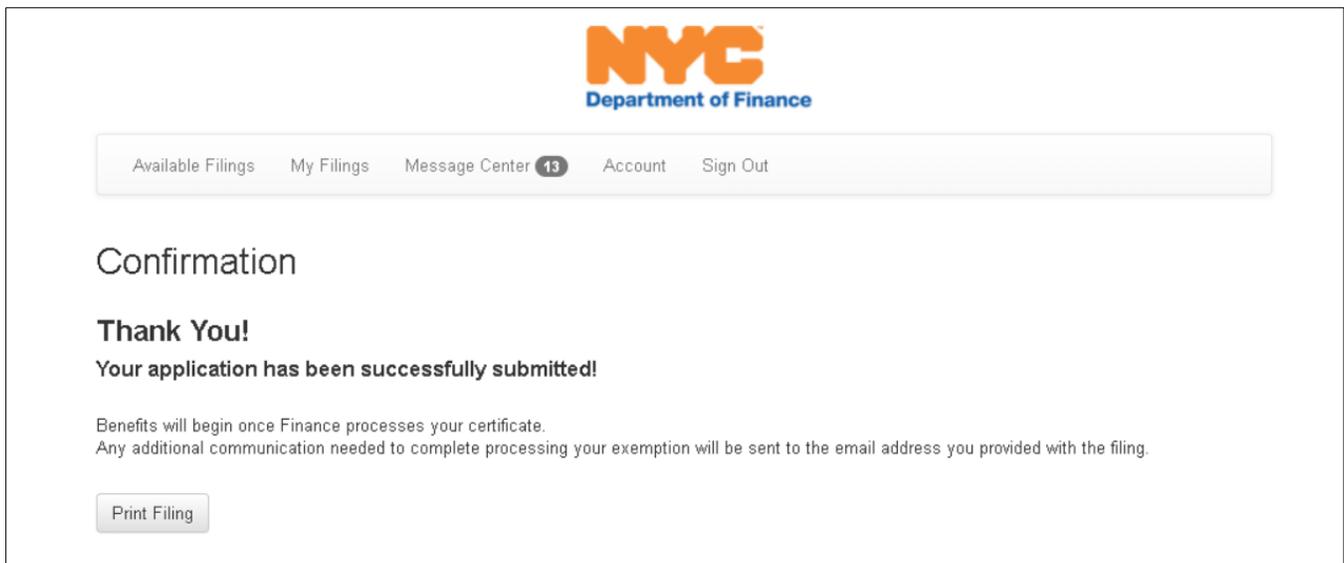


If you select **No**, you will be returned to the previous **Certification** page.

If you select **Yes**, you will be taken to your Confirmation page.

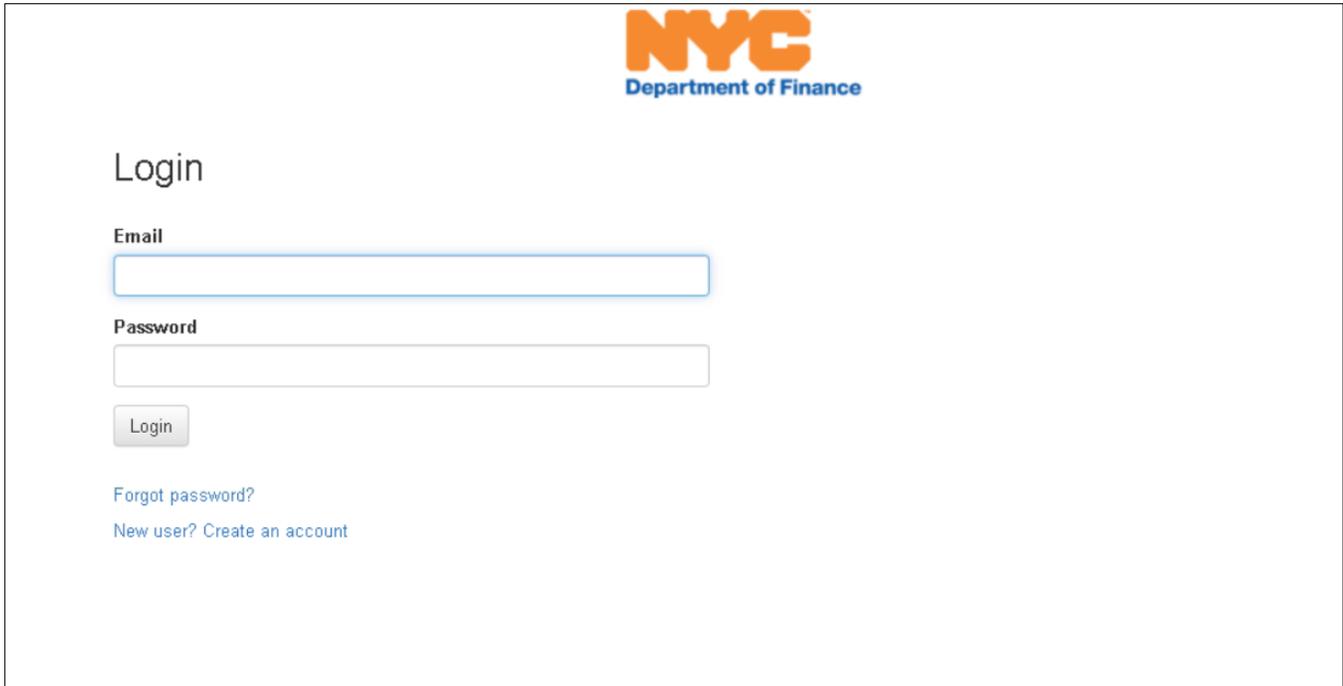
Confirmation

This page confirms your submission. The email address provided in the filing also receives confirmation of submission.



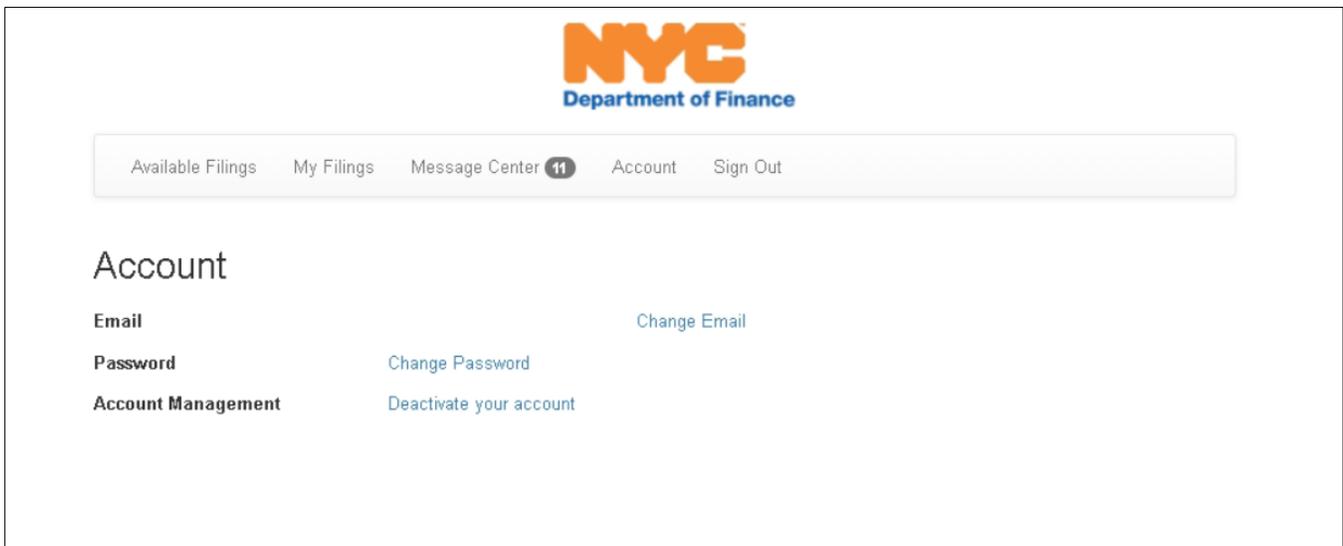
STARTING A FILING (TENANT)

The first step in Filing a CCE is accessing the SmartFile platform *through the NYC.ID portal* and entering your NYC.ID credentials



The screenshot shows the NYC Department of Finance login page. At the top right is the NYC Department of Finance logo. Below it, the word "Login" is displayed. There are two input fields: "Email" and "Password". Below the "Password" field is a "Login" button. At the bottom left, there are two links: "Forgot password?" and "New user? Create an account".

Visit the **Managing Your Filings** section of this document to navigate through the different headings.



The screenshot shows the NYC Department of Finance account management page. At the top right is the NYC Department of Finance logo. Below it is a navigation bar with the following items: "Available Filings", "My Filings", "Message Center" (with a notification badge showing "11"), "Account", and "Sign Out". Below the navigation bar, the word "Account" is displayed. There are three sections: "Email" with a "Change Email" link, "Password" with a "Change Password" link, and "Account Management" with a "Deactivate your account" link.

Once you have successfully logged in, you will be able to view **Available Filings** and proceed in filing the CRP/CEP CCE.

NYC
Department of Finance

Available Filings My Filings Message Center **14** Account Sign Out

Available Filings

To create a new filing, click on a filing type below.

- 421A Partial Tax Exemption Application
- COVID Interest Rate Reduction Request Form
- Clergy Exemption Application
- Clergy Exemption Renewal Application
- Commercial Exemption or Revitalization Program (CEP/CRP) - Owner Renewal**
- Commercial Exemption or Revitalization Program (CEP/CRP) - Tenant Renewal
- Condo Applications - Add additional lots
Add Additional Lots

Read the Agreement and Representations statement on the Owner Renewal of CREP/CRP and proceed with the submission by clicking **Begin Filing**.

NYC
Department of Finance

Available Filings My Filings Message Center **11** Account Sign Out

Tenant Renewal of CEP/CRP

AGREEMENT AND REPRESENTATIONS.

1. The tenant certifies the following:
 - o The eligible premises listed above continues to be leased and occupied only by the tenant/applicant who first signed the lease (unless something different is stated on this form).
 - o It is used for the commercial purpose certified by the previous Notification of Eligibility/Abatement.
 - o They shall agree to comply with the statements, agreements and representations listed on this form.
2. The applicant will comply with all sections of law and regulations relating to the construction, maintenance and operation of the property.
3. Information will be plainly disclosed in an attachment to this form if the applicant or owner, officer, director or general partner currently has arson charges pending in NYC or anywhere else.

Begin Filing

Once logged-in, the system will present the **Search for Benefit** screen to begin the filing, see next section.

Search for Benefit

Since you are applying on behalf of the property owner, you have several options to find the Online Renewal application you are submitting, by entering your BBL, Tenant EIN and/or Application ID (CEP/CRP Application Number).

NYC Department of Finance

Available Filings My Filings Message Center 14 Account Sign Out

Search for Property

Change message at top: *Please search for you property using one or more of the search options below. Once you find your property, please complete a renewal for each eligible application/tenant. Select each in the search results grid then click the Start Filing button.

Borough:

Block:

Lot:

Entity ID:

Application ID:

Search Results

	App ID	BBL	Owner Name	Tenant	Location Address
No items to display					

Once valid information is entered, all eligible renewal applications within the building will appear. You will have the option to select the renewal you want to initiate.

NYC Department of Finance

Change message at top: *Please search for you property using one or more of the search options below. Once you find your property, please complete a renewal for each eligible application/tenant. Select each in the search results grid then click the Start Filing button.

Borough:

Block:

Lot:

Entity ID:

Application ID:

Search Results

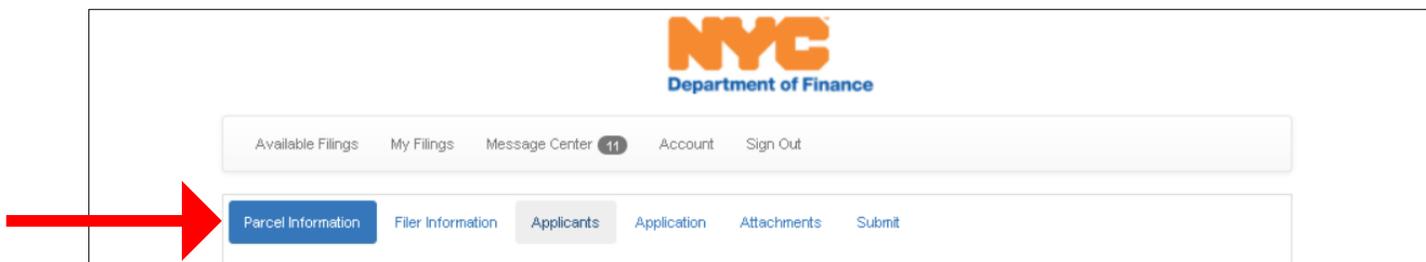
	App ID	BBL	Owner Name	Tenant	Location Address
Start Filing	3794	1-00043-0002	40 WALL STREET HOLDINGS CORP	GREEN IVY PINE STREE	40 WALL STREET
Start Filing	3832	1-00043-0002	40 WALL STREET HOLDINGS CORP	GIRL SCOUT COUNCIL N	40 WALL STREET
Start Filing	3868	1-00043-0002	40 WALL STREET HOLDINGS CORP	HADASSH	40 WALL STREET

Be sure to look at the far-right corner of the screen which identifies the number of eligible tenants within the building, all which require renewal submissions.

Search Results					
	App ID	BBL	Owner Name	Tenant	Location Address
Start Filing	3794	1-00043-0002	40 WALL STREET HOLDINGS CORP	GREEN IVY PINE STREE	40 WALL STREET
Start Filing	3832	1-00043-0002	40 WALL STREET HOLDINGS CORP	GIRL SCOUT COUNCIL N	40 WALL STREET
Start Filing	3868	1-00043-0002	40 WALL STREET HOLDINGS CORP	HADASSH	40 WALL STREET
Start Filing	4050	1-00043-0002	40 WALL STREET HOLDINGS CORP	WORLD ZIONIST	40 WALL STREET
Start Filing	4128	1-00043-0002	40 WALL STREET HOLDINGS CORP	N. CHENG & CO P.C.	40 WALL STREET
Start Filing	4137	1-00043-0002	40 WALL STREET HOLDINGS CORP	CHARLES W CAMMACK	40 WALL STREET
Start Filing	4286	1-00043-0002	40 WALL STREET HOLDINGS CORP	KELLY & RUBIN, L.L.P.	40 WALL STREET
Start Filing	4294	1-00043-0002	40 WALL STREET HOLDINGS CORP	FORAN GLENNON PALAND	40 WALL STREET
Start Filing	4344	1-00043-0002	40 WALL STREET HOLDINGS CORP	ZAREMBA BROWNWELL &	40 WALL STREET
Start Filing	4511	1-00043-0002	40 WALL STREET HOLDINGS CORP	OFFICE SPACE SOLUTIO	40 WALL STREET

1 - 10 of 11 items

After identifying your desired application number, you will be allowed to **Start Filing** your renewal. There are five tabs at the top of the application identify each stage of the renewal application.



- ⇒ The **Parcel Information** tab reflects system produced property data for the applicant to verify
- ⇒ The **Filer Information** tab allows the applicant to enter their contact information
- ⇒ The **Applicants** tab provides already entered data on the benefitting tenant and filer
- ⇒ The **Application** tab requires you to answer questions on the status of the tenancy
- ⇒ The **Attachments** tab allows you to include any required supporting material
- ⇒ The **Submit** tab enables you to submit your required renewal application

Parcel Information

The system will present the information associated with the tenant occupied property, all fields will be filled in with the corresponding property data information. That information includes the property **Borough-Block-Lot Number, Tax Class, Building Class, Location Address, Property Owner**, as identified in [ACRIS](#) and the name of the **Tenant** associated with this application. The **Tenant EIN** field will be populated in next year's renewal; this is a data component to be captured once our online CEP/CRP application goes live.

Verify Property Information

Please verify you have selected the correct property.

BBL

Tax Class

Building Class

Location Address

Owner

Tenant

Tenant EIN

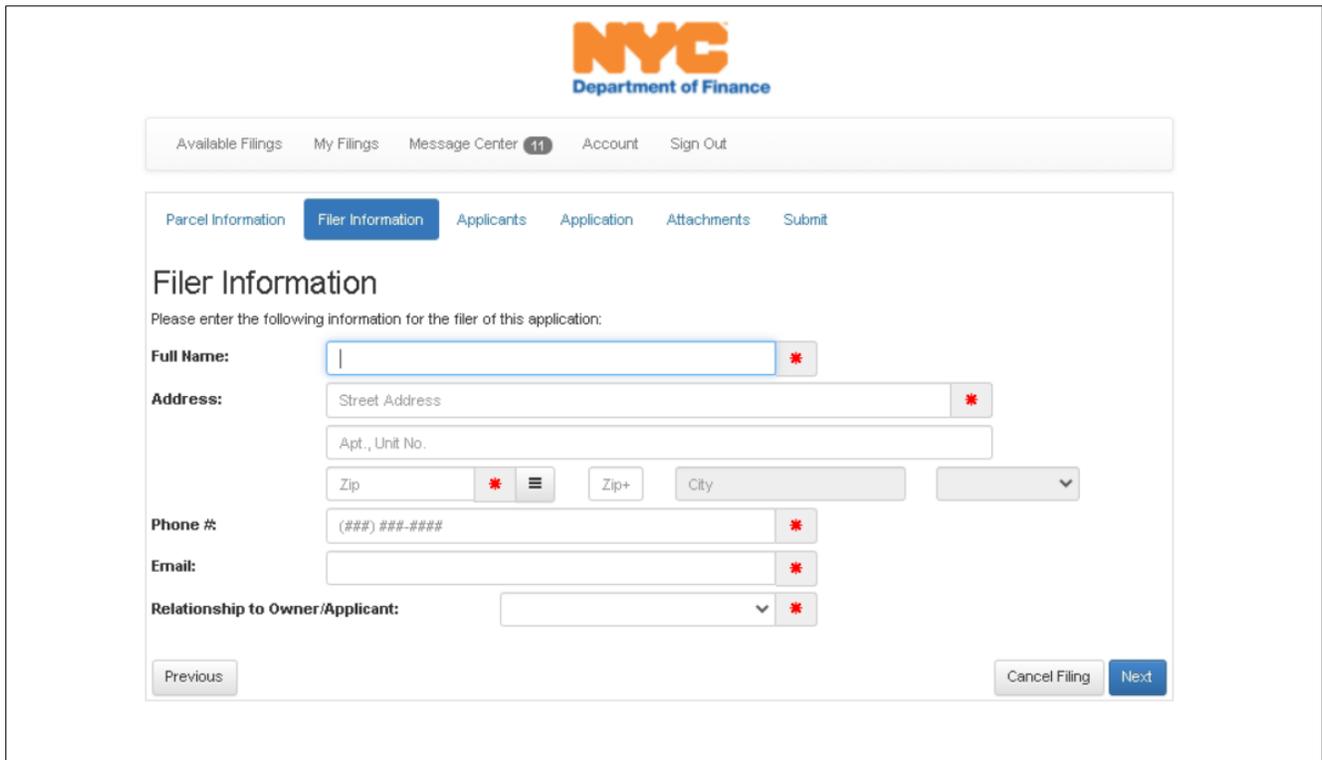
Cancel Filing

Next

Once the information is validated, click **Next** to proceed to the next page of the renewal.

Filer Information

The system will present the applicant to enter contact information. This information should reflect the individual submitting the renewal. This information will be used if an aspect of the applicant requires additional involvement and/or the tenant applicant needs to be contacted. This contact information should be valid and current.



The screenshot shows the NYC Department of Finance website interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 11), Account, and Sign Out. The main content area has a sub-navigation bar with links for Parcel Information, Filer Information (which is highlighted in blue), Applicants, Application, Attachments, and Submit. The Filer Information section is titled "Filer Information" and includes the instruction: "Please enter the following information for the filer of this application:". The form fields are: Full Name (text input with a red asterisk), Address (Street Address, Apt., Unit No., Zip, Zip+, and City dropdown, all with red asterisks), Phone # (text input with a red asterisk), Email (text input with a red asterisk), and Relationship to Owner/Applicant (dropdown menu with a red asterisk). At the bottom of the form are three buttons: Previous, Cancel Filing, and Next.

Once the entered information is validated, click **Next** to proceed to the next page of the renewal.

Applicant Information

This screen separates the contact information into the **Tenant/Applicant** data and the **Tenant Representative** data.

The screenshot shows the NYC Department of Finance website interface. At the top, there is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge of 11), 'Account', and 'Sign Out'. Below this is a secondary navigation bar with tabs for 'Parcel Information', 'Filer Information', 'Applicants' (which is highlighted), 'Application', 'Attachments', and 'Submit'. The main content area is titled 'Applicant Information' and is divided into two sections: 'Tenant/Applicant' and 'Tenant Representative'. The 'Tenant/Applicant' section includes fields for 'Name(s):' (filled with 'AMERICAN BRIDGE COMP'), 'Taxpayer ID:' (filled with 'no dashes'), 'Daytime Address:' (filled with '30 W 26TH ST', 'Apt., Unit No.', and 'NEW YORK NY 10010-2011'), 'Phone:', and 'Email:'. The 'Tenant Representative' section includes fields for 'Name:' (filled with 'Tester McTesting'), 'Address:' (filled with '59 Maiden Lane', '22nd Floor', and 'NEW YORK, NY 10038'), 'Phone:', 'Email:' (filled with 'SaundersN@finance.nyc.gov'), and 'Relationship to Tenant:' (filled with 'Tenant'). At the bottom of the form, there are three buttons: 'Previous', 'Cancel Filing', and 'Next'.

The **Tenant/Applicant** information will reflect the name of the tenant receiving the CEP/CRP abatement benefit. The Tenant Name and Address will populate automatically. Please update the Taxpayer ID field with the Tenant EIN, as previously mentioned, this is a data component that will be captured once our online CEP/CRP application goes live.

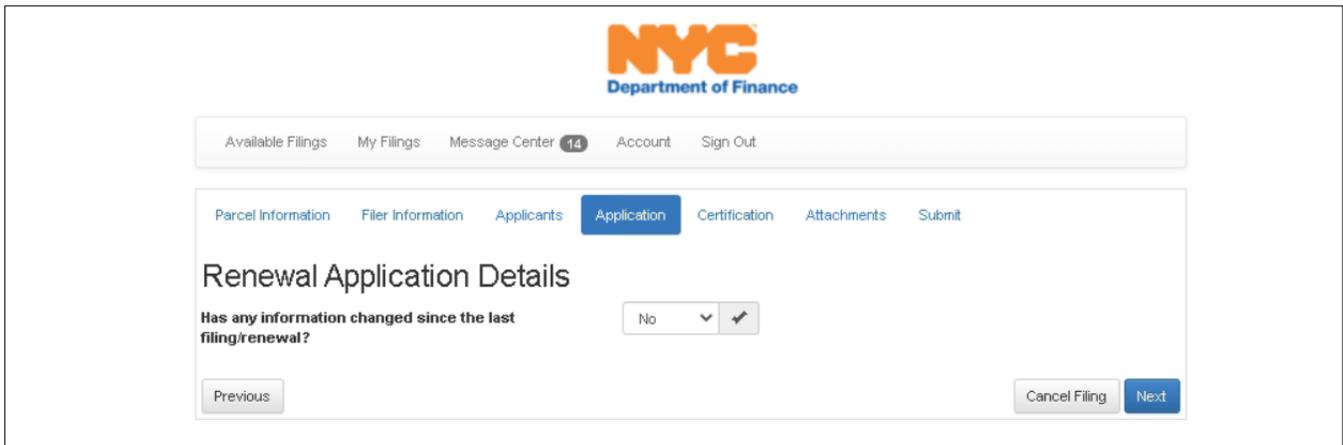
The **Tenant Representative** data is populated based on the data entered in the previous screen, the Filer Information.

Once the entered information is validated, click **Next** to proceed to the next page of the renewal.

Application

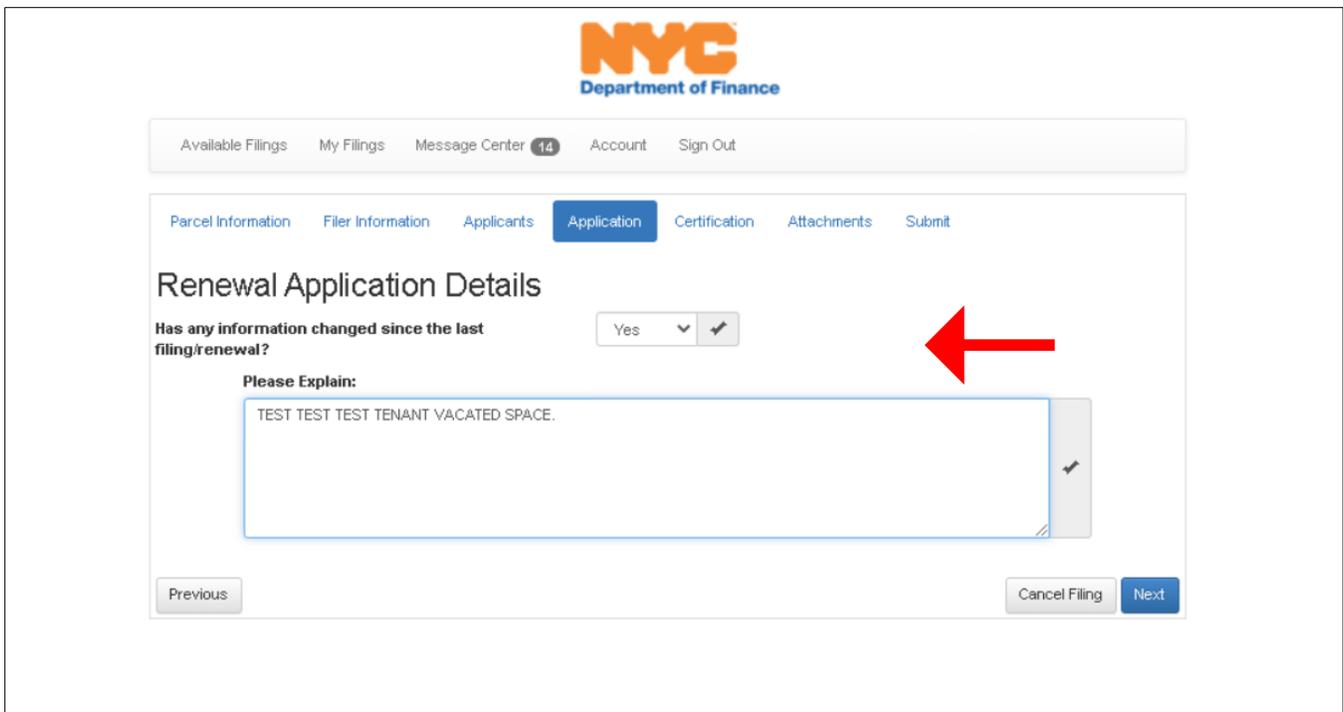
This portion of the application validates your current eligibility for the abatement. Any updates to the eligible tenancy should be noted here.

If your response is **No**, click **Next** to proceed to the next page of the renewal.



The screenshot shows the NYC Department of Finance application interface. At the top, there is a navigation bar with links for Available Filings, My Filings, Message Center (14), Account, and Sign Out. Below this is a secondary navigation bar with links for Parcel Information, Filer Information, Applicants, Application (highlighted), Certification, Attachments, and Submit. The main content area is titled 'Renewal Application Details' and contains the question 'Has any information changed since the last filing/renewal?' with a dropdown menu set to 'No' and a checkmark icon. At the bottom of the form, there are buttons for 'Previous', 'Cancel Filing', and 'Next'.

If your response is **Yes**, you must provide context on the change; a sublease, an early termination/vacancy, identify within the space provided.



The screenshot shows the NYC Department of Finance application interface. At the top, there is a navigation bar with links for Available Filings, My Filings, Message Center (14), Account, and Sign Out. Below this is a secondary navigation bar with links for Parcel Information, Filer Information, Applicants, Application (highlighted), Certification, Attachments, and Submit. The main content area is titled 'Renewal Application Details' and contains the question 'Has any information changed since the last filing/renewal?' with a dropdown menu set to 'Yes' and a checkmark icon. A red arrow points to the 'Yes' dropdown. Below the question is a text box labeled 'Please Explain:' containing the text 'TEST TEST TEST TENANT VACATED SPACE.'. At the bottom of the form, there are buttons for 'Previous', 'Cancel Filing', and 'Next'.

Once you enter and review your information, click **Next** to proceed to the next page of the renewal.

Associated Documents

The screenshot shows the NYC Department of Finance web interface. At the top, the NYC logo and 'Department of Finance' are displayed. Below the logo is a navigation bar with links: Available Filings, My Filings, Message Center (with a notification badge of 12), Account, and Sign Out. A secondary navigation bar contains: Parcel Information, Filer Information, Applicants, Application, Attachments (highlighted in blue), and Submit. The main heading is 'Associated Documents'. Below it, a red asterisk icon is followed by the text: '* - You must attach at least one document in this category.' Underneath, the section is titled 'Current Attachments:' and includes the instruction 'Attach more files for this category:'. A large grey box contains a 'Select files...' button. At the bottom of the page, there are three buttons: 'Previous', 'Cancel Filing', and 'Next'.

If you answered **Yes**, in the previous section of the application; identifying that there was change in the subject tenancy, this is your opportunity to attach material supporting your statements. This material should be a termination/sublease-type agreement that specifies the date and conditions of the termination or sub-lease.

This screenshot shows the same NYC Department of Finance web interface, but with a confirmation message: a green checkmark icon followed by 'Required file has been attached.' Below this, the section is titled 'Current Attachments:'. A table lists the attached file:

Filename	Size (kb)	
CRP doc	105	Delete Edit

Below the table, the instruction 'Attach more files for this category:' is followed by a grey box containing a 'Select files...' button and a 'Done' button with a checkmark. At the bottom of the page, there are three buttons: 'Previous', 'Cancel Filing', and 'Next'.

Certification

This portion of the renewal requires the filer to certify that, to the best of their knowledge, all the entered information is true and correct. Ramifications for deception are outlined as well as options to Cancel, Print or Submit the application.

Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments **Submit**

Certification

I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void.

Information is clearly disclosed in an attachment to this form if the applicant or owner, officer, director or general partner currently has arson charges pending in NYC or anywhere else

*

Name *

Date 02/09/2021

Legal Notice

All submitted applications for the CEP/CRP Tenant exemption are subject to review in accordance with the laws and policies of New York State and the policies and procedures of the NYC Department of Finance. If any information you have provided on this application changes, you must notify Finance immediately. We recommend that you keep a copy of this application for your records.

Previous Cancel Filing Print Draft **Submit**

Available Filings My Filings Message Center 12 Account Sign Out

Parcel Information Filer Information Applicants Application Attachments **Submit**

Certification

I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void.

Information is clearly disclosed in an attachment to this form if the applicant or owner, officer, director or general partner currently has arson charges pending in NYC or anywhere else

I Accept ✓

Name Mary McTest ✓

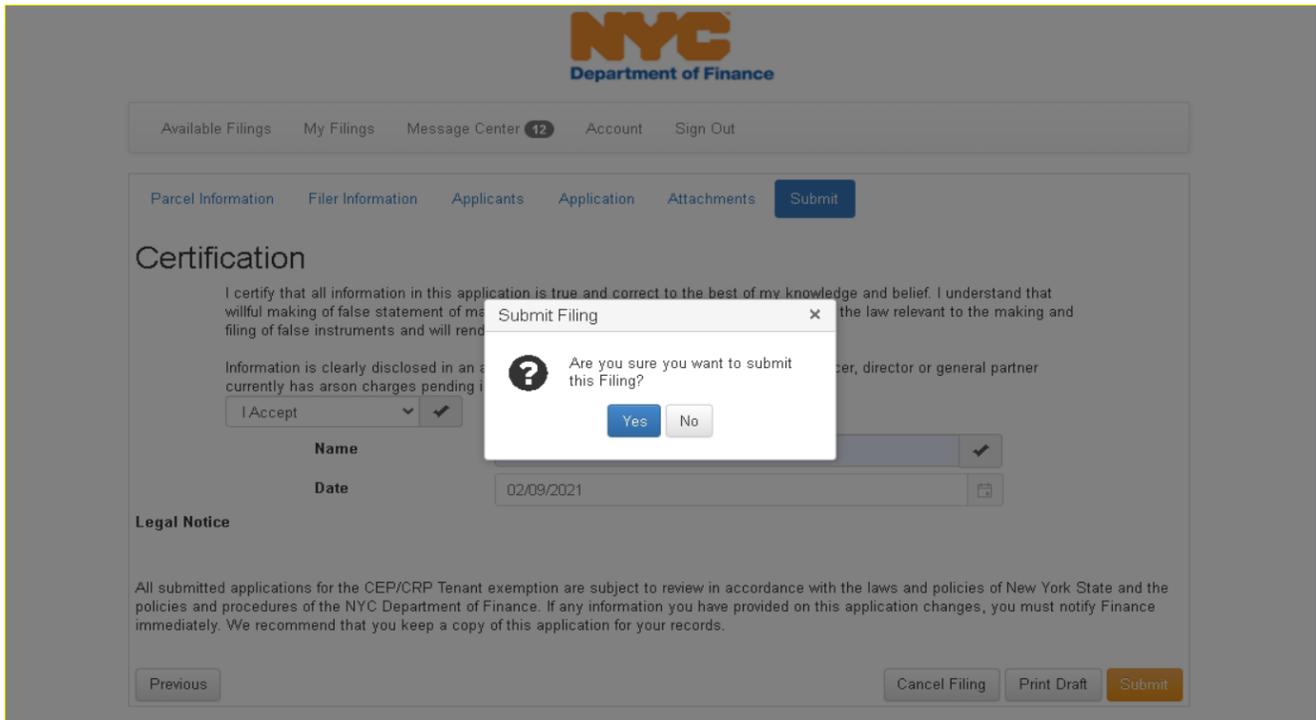
Date 02/09/2021

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Previous Cancel Filing Print Draft **Submit**

You will be presented with a final confirmation of submission.



If you select **No**, you will be returned to the previous **Certification** page.

If you select **Yes**, you will be taken to your Confirmation page.

Confirmation

This page confirms your submission. The email address provided in the filing also receives confirmation of submission.

