

**How to Submit the Affidavit**

**Online:** [www.nyc.gov/ccrenewal](http://www.nyc.gov/ccrenewal)

**Mail:** NYC Department of Finance, Co-op/Condo Abatement,  
P.O. Box 311, Maplewood, NJ 07040-0311

**Deadline:**

February 15 (or the next day if this falls on a weekend or holiday)

**Instructions:**

The prevailing wage affidavit must be filed for properties that have 30 or more dwelling units and an average assessed unit value of more than \$60,000, or that have less than 30 dwelling units and an average assessed unit value of more than \$100,000.

**How and When to File the Affidavit:**

You can submit your completed and notarized prevailing wage affidavit when you file your initial or renewal application at [www.nyc.gov/ccrenewal](http://www.nyc.gov/ccrenewal).

In order to complete the affidavit, you will need to provide the cooperative number or condominium number for which you are applying. This number is available on the Tax Benefit Letter or can be looked up at [www.nyc.gov/ccabatement](http://www.nyc.gov/ccabatement).

The prevailing wage affidavit must be submitted on an annual basis along with the renewal or change form.

If there are no building service employees as described in the definition below, check the box on the affidavit to confirm this.

**Definitions:**

“Prevailing wage” means the rate of wages and supplemental benefits paid in the locality to building service workers in the same trade or occupation and annually determined by the New York City Comptroller’s office in accordance with the provisions of section two hundred thirty-four of the labor law.

“Building service employee” means any person who is regularly employed at a building who performs work in connection with the care or maintenance of such building. “Building service employee” includes, but is not limited to, watchman, guard, doorman, building cleaner, porter, handyman, janitor, gardener, groundskeeper, elevator operator and starter, and window cleaner, but shall not include persons regularly scheduled to work fewer than eight hours per week in the building.

**How to Get Help:**

If have questions or need assistance, please contact us at [www.nyc.gov/contactdof](http://www.nyc.gov/contactdof) or call 311.

**AFFIDAVIT OF CERTIFICATION REGARDING PREVAILING WAGE REQUIREMENTS  
FOR TAX YEAR ENDING 2024**

Re:

\_\_\_\_\_ (Name of Development)

Please select development type (select one):  Condominium  Cooperative

STATE OF NEW YORK )

) ss.:

COUNTY OF )

\_\_\_\_\_, being duly sworn, under penalty of perjury, deposes and says:

1. I am \_\_\_\_\_ (name and title), and am duly authorized to make this affidavit on behalf of the \_\_\_\_\_ (Board of Managers or Board of Directors) of the \_\_\_\_\_ (condominium / cooperative name) \_\_\_\_\_ (condominium / cooperative number) for property located in the borough of \_\_\_\_\_.
2. I make this affidavit in order to comply with the provisions of section 467-a of the Real Property Tax Law.
3. I have read and understood the requirements for the Cooperative/Condominium Abatement pursuant to section 467-a of the Real Property Tax Law.
4. As required pursuant to Section 467-a of the Real Property Tax Law, I certify that all building service employees employed or to be employed at the above-referenced property shall receive the applicable prevailing wage for the duration of the tax abatement benefit.

Check this box if the above-referenced property does not employ building service employees.

\_\_\_\_\_  
Signature of Officer or Authorized Agent

Sworn to me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_

\_\_\_\_\_  
Title of Officer or Authorized Agent

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date