



**DRIE**

**PROPERTY CHANGE FORM FOR MANAGING AGENT OR BUILDING OWNER INFORMATION**

**Instructions:** Please complete this form to correct errors or request changes to the information on DRIE TAC Reports. Completed forms should be sent to the DRIE Unit:

*By Mail:* NYC Department of Finance, Rent Freeze Program - DRIE, P.O. Box 3179, Union, NJ 07083  
*By Email:* visit [nyc.gov/contactdrie](http://nyc.gov/contactdrie) for information regarding emailing your completed form.

**SECTION I - PROPERTY INFORMATION**

**I AM REQUESTING A CHANGE FOR PROPERTY (REQUIRED):**

1. Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

2. Property Address: \_\_\_\_\_  
NUMBER STREET NAME

\_\_\_\_\_ CITY STATE ZIP CODE

Please only enter information that you are requesting to have updated:

**SECTION II - PROPERTY OWNER INFORMATION**

1. Owner Name: \_\_\_\_\_

2. Owner Organization: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
NUMBER STREET NAME

\_\_\_\_\_ CITY STATE ZIP CODE

4. Telephone Number: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_

**SECTION III - MANAGING AGENT INFORMATION**

1. Agent Name: \_\_\_\_\_

2. Agent Organization: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
NUMBER STREET NAME

\_\_\_\_\_ CITY STATE ZIP CODE

4. Telephone Number: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_

\_\_\_\_\_  
 Name of Requestor (please print) Title/Role

\_\_\_\_\_  
 Signature of Requestor Date

\_\_\_\_\_  
 Contact Phone & Email of Requestor (if we have questions about your submission)