Department of Finance

# Childcare Center Abatement Program Application

**Instructions:** Use this application to apply for the Childcare Center Property Tax Abatement. The abatement is available to buildings whose construction, conversion, alteration, or improvement completed after April 1, 2022, resulted in the creation of a new childcare center or an increase in the maximum number of children allowed in an existing center.

**How to Apply:** Mail your completed application and supporting documents to: NYC Department of Finance, Commercial Exemptions and Abatements, 59 Maiden Lane, 22nd Floor, New York, NY 10038

**Supporting Documents:** See Section VII of this application for a list of the documents you must provide.

**Deadline:** Submit your completed application and supporting documents by March 15 of the tax year in which the abatement would start. (Tax years begin on July 1.)

## Section I: Owner Information

| NAME | EMAIL ADDRESS | |
|---|---|---|
| MAILING STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |

## Section II: Owner Representative Contact Information (if Applicable)

All correspondence will be sent to the owner's address as provided in Section I. If an owner representative should also be mailed, please provide that individual's contact information below.

| NAME | | |
|---|---|---|
| MAILING STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |
| PHONE NUMBER | EMAIL ADDRESS | |

## Section III: Eligible Property Information

| BOROUGH | BLOCK | LOT(S) | CONDO LOT NUMBER (IF APPLICABLE) |
|---|---|---|---|
| STREET ADDRESS | | | |
| CITY | STATE | ZIP CODE | |

Please list any other property tax exemptions or abatements this property is currently receiving.

| Benefit Name | Start Tax Year | End Tax Year |
|---|---|---|
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## Section IV: Childcare Provider Information

| NAME | | EMPLOYEE IDENTIFICATION NUMBER (EIN) | |
|---|---|---|---|
| YEARS IN OPERATION AT THIS LOCATION | NUMBER OF CHILDREN ALLOWED AS PER PERMIT | LEASE START DATE | LEASE EXPIRATION DATE |
| DOHMH PERMIT NO. | DOHMH PERMIT ISSUANCE DATE | DOHMH PERMIT EXPIRATION DATE | |
| PHONE NUMBER | EMAIL ADDRESS | WEBSITE | |

## Section V: Project & Expenditure Information

Is this a newly created childcare facility or the expansion of an existing facility? ☐ NEWLY CREATED ☐ EXPANSION OF EXISTING

| NUMBER OF NEW OR ADDITIONAL SEATS | AMOUNT OF NEW OR ADDITIONAL SQUARE FOOTAGE | TOTAL PROJECT EXPENDITURE<br>$ |
|---|---|---|

Who has reviewed and validated these expenditures? ☐ CERTIFIED PUBLIC ACCOUNTANT ☐ ENGINEER ☐ ARCHITECT ☐ OTHER

| NAME OF CERTIFIED PUBLIC ACCOUNTANT, ENGINEER, ARCHITECT, OR OTHER | PROFESSIONAL LICENSE NUMBER |
|---|---|

## Section VI: Signature & Affidavit

I certify that the information on this application and any accompanying documents is true, correct, and complete, to the best of my knowledge.

STATE OF COUNTY DATE

_____, being duly sworn, says under penalty of perjury that s/he is the applicant or the representative of the applicant (property owner), that the statements contained in this application, including any attachments to this application, are true to the best of the applicant's knowledge.

SIGNATURE OF APPLICANT OR REPRESENTATIVE _____

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20 _____.

SIGNATURE OF NOTARY PUBLIC_____

OFFICIAL STAMP OR SEAL OF NOTARY

## Section VII: Supporting Documentation

The following documentation must be submitted with your Childcare Center Abatement Program Application. Your application will not be approved without these documents.

**1. Department of Health & Mental Hygiene Permits**

- If you are creating a new childcare facility: include a copy of the permit.
- If you are increasing the number of children permitted at an existing facility: attach the previous and current permits in order to document the increase.

**2. Proof of Lease**

Provide a copy of a lease or other valid agreement confirming that the applicant has entered a contract with a person to operate a childcare center in the eligible building.

**3. Certified Determinations**

You must provide certified determinations from an engineer, architect, or certified public accountant who is licensed and registered pursuant to the education law, or another certified or licensed professional in the field of business or design. The determinations must include the following:

- The square footage of the premises of the childcare facility within the eligible building.
- The constructions costs incurred in the facility's creation or expansion.
- Certification that the costs associated with the construction were reasonable.

Please note that all submitted applications will be reviewed in accordance with Article 4, §§ 499-aaaaa to 499-fffff, of the NYS Real Property Tax Law.