

Condo E-Filing Quick Reference Guide

New User

- Click on “Create an Account”



NYC
Department of Finance

Login

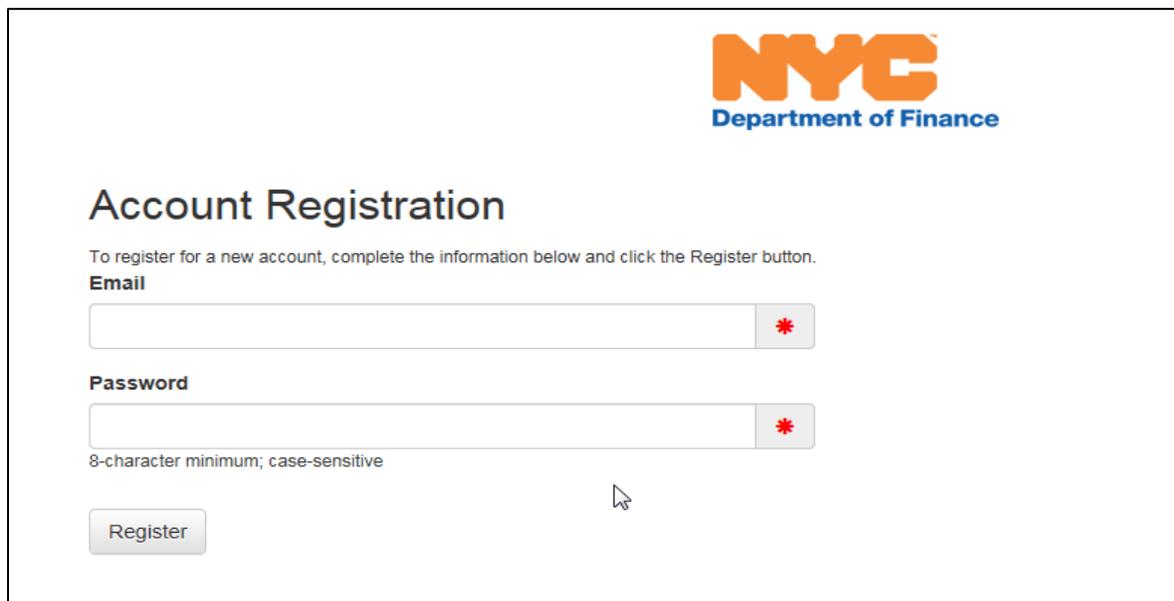
Email

Password

Login

[Forgot password?](#)
[New user? Create an account](#)

- Account Registration
 - Enter your email address and create a password
 - Click “Register”



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Department of Finance

Account Registration

To register for a new account, complete the information below and click the Register button.

Email

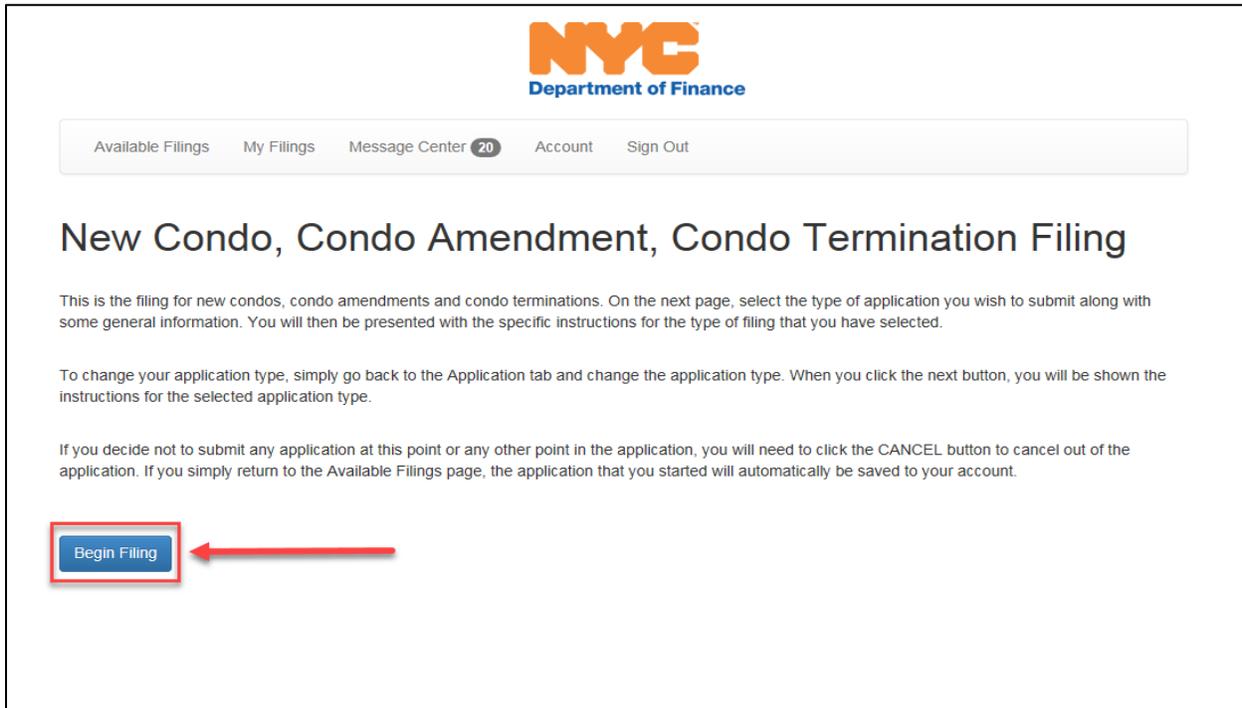
Password

8-character minimum; case-sensitive

Register

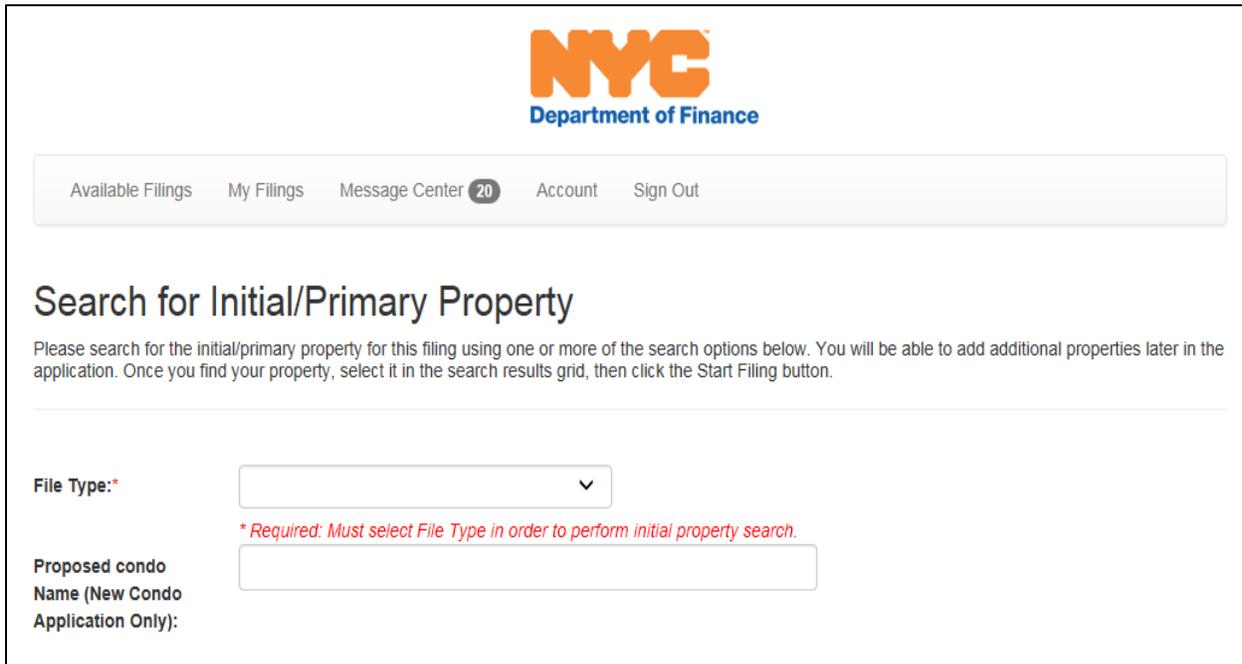
New Condo E-Filing - Initial Application Process

- Click on “Begin Filing” to start the application filing process



The screenshot shows the NYC Department of Finance website interface. At the top, the logo for NYC Department of Finance is displayed. Below the logo is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 20), Account, and Sign Out. The main heading is "New Condo, Condo Amendment, Condo Termination Filing". Below this heading, there are three paragraphs of text providing instructions on how to use the filing process, including how to change application types and how to cancel an application. At the bottom left, a blue button labeled "Begin Filing" is highlighted with a red rectangular box, and a red arrow points to it from the right.

- Choose “New Condo” in the filing type dropdown
- Enter condo name



The screenshot shows the NYC Department of Finance website interface for the "Search for Initial/Primary Property" section. The navigation bar is the same as in the previous screenshot. The main heading is "Search for Initial/Primary Property". Below this heading, there is a paragraph of text explaining the search process. Below the text, there is a form with two input fields. The first field is labeled "File Type:*" and has a dropdown menu with a downward arrow. The second field is labeled "Proposed condo Name (New Condo Application Only):" and is an empty text box. Below the first field, there is a red asterisked note: "* Required: Must select File Type in order to perform initial property search."

- Search for initial/primary property
 - Search by borough, block and lot, or
 - Search by address and owner
- Click on Find Parcel to search
 - Click on “Start Filing” when result displays



Available Filings
My Filings
Message Center **20**
Account
Sign Out

Search for Initial/Primary Property

Please search for the initial/primary property for this filing using one or more of the search options below. You will be able to add additional properties later in the application. Once you find your property, select it in the search results grid, then click the Start Filing button.

File Type:*

Proposed condo Name (New Condo Application Only):

BORO:

BLOCK:

LOT:

Street Number:

Street Name:

Owner Name:

* Required: Must select File Type in order to perform initial property search.

(Format: Last Name First Name with no commas, or company name - e.g. Smith John, John Smith LLC)

Additional Search Criteria for Amendments

Condo Number:

Condo Name:

Find Parcel



Search Results

Please note, all pending applications must be finalized before creating a new filing using the same BBL. If a project is specified it means that parcel is already part of a pending application and is not available to be part of another application.

	BBL	Name	Address	Project
Start Filing				

⏪ ⏩ 1

1 - 1 of 1 items

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- Application information – Enter the following:
 - Condo Name
 - Number of parent lots
 - Number of lots requested
 - New lot usage
 - Condo Status
- Click “Next” when finished

The screenshot shows the NYC Department of Finance application 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 20), 'Account', and 'Sign Out'. The main content area has a breadcrumb trail: 'Application' (highlighted in blue), 'Instructions', 'Parcel Selection', 'Parcel Information', 'Applicant Information', 'Sponsors', 'Architect/Engineer', and 'Submit'. The title 'Application Information' is prominently displayed. The form includes several fields: 'Application Type' (set to 'New Condo Application'), 'Condo Name' (text input), 'BBL' (text input with a blacked-out value), 'Number of Parent Lots' (text input with a red asterisk), 'Number of Lots Requested' (text input with a red asterisk), 'New Lot Usage' (dropdown menu with 'Need Help?' link and a red asterisk), and 'Condo Status' (dropdown menu with 'Need Help?' link and a red asterisk). At the bottom right, there are two buttons: 'Cancel Filing' and 'Next'. A red arrow points down to the 'Next' button, which is also highlighted with a red box.

- Selecting additional parent parcels to be included in the project
(If project only has one parent parcel this step can be skipped by clicking, "Next")



Available Filings
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Message Center **20**
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Application **1**
Instructions
Parcel Selection
Parcel Information
Applicant Information
Sponsors
Architect/Engineer
Submit

Select Additional Parent Parcel(s) for Project

Please use the search fields below to find and add any additional parent parcels for this project. If there are no additional parent parcels to be added, please click the next button at the bottom of the page to continue with your application.

Borough: [Need Help?](#)

Block:

Lot:

Street Number:

Street Name:

Owner Name:

(Format: Last Name First Name with no commas, or company name - e.g. Smith John, John Smith LLC)

Additional Search Criteria for Amendments

Condo Name:

Condo Number:

Find Parcel

Search Results

Please note, all pending applications must be finalized before creating a new filing using the same BBL.

BBL	Name	Address	Project
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ 0 ▶ No items to display </div>			

Add Selected Parcel

Parcels Added to Application

BBL	Address
[REDACTED]	[REDACTED]

◀ 1 ▶
1 - 1 of 1 items

Remove Selected Parcel

Previous
Cancel Filing
Next

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- Verify parcel information is correct, if it is correct click “Next”, if not go back to the appropriate page and make corrections.



Available Filings My Filings Message Center 20 Account Sign Out

Application ! Instructions Parcel Selection Parcel Information Applicant Information Sponsors Architect/Engineer Submit

Verify Parcel Information

Application Type: **New Condo Application**

Condo Name:

Select a parcel to view its details. Please verify all of the information below is correct, then click the Next button. If any of the information is not correct, please contact the New York City Tax Map Unit at TaxMapUnit@finance.nyc.gov.

BBL	Address
4-01710-0055	33 -43 JUNCTION BOULEVARD

⏪ ⏩ 1 ⏪ ⏩ 1 - 1 of 1 items

BBL

4-01710-0055 ✓

Location Address

33 -43 JUNCTION BOULEVARD

FLUSHING NY 11372

Owner

33 SUNRISE LLC

48-50 MULBERRY STREET #1A

NEW YORK NY 10013

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- Applicant Information – Enter the following:
 - Application type
 - Full name
 - Address
 - Phone number
 - Email
- Click “Next” when finished



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Application ! Instructions Parcel Selection Parcel Information Applicant Information Sponsors Architect/Engineer Submit

Applicant Information

Application Type: **New Condo Application**

Condo Name:

Please enter the following information for the filer of this application:

Applicant Type: *

Full Name: *

Address: Need Help? * * **Unit:**

* * *

Phone #: * **ext:**

Secondary Phone #: **ext:**

Email: *

Secondary Email:

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- Architect/Engineer information - Provide the following information:
 - Choose Architect from the list selection (*If architect is not listed choose "Not Listed"*)
 - Highlight record and click "Select"

The screenshot shows a 'List Selection' modal window overlaid on a web form. The modal contains a table with the following data:

Name	Address
Not Listed	
AARON CHEUNG	4202 COLLEGE POINT BLVD
ALAN WEINSTEIN	6226 BOELSEN CRES
ANTHONY CUCICH	3702 ASTORIA BLVD
ANTHONY LO-BIANCO	1580 DRUMGOOLE RD
ANTHONY SCAGLIONE	3974 AMBOY RD
BUDAY & SCHUSTER ARCHITECTS LLP	98 LINCOLN AVE
CALVANICO ASSOCIATES	2535 VICTORY BLVD
CHARLES MAGRINO	1847 VICTORY BLVD
CHIEN HAN	75 PARSONS BLVD

Below the table is a pagination control showing '1 - 10 of 55 items' and a 'Select' button. A red callout bubble points to a hamburger menu icon on the right side of the modal with the text 'Click Icon to display Architects list'.

- Address
- Phone number
- Email
- Click "Next" when finished

The screenshot shows the 'Architect/Engineer' form on the NYC Department of Finance website. The form is titled 'Architect/Engineer' and shows 'Application Type: New Condo Application'. The form fields are highlighted with a red box. The fields include:

- Architect: Click the Selection List Button
- Address: [Input field]
- Phone #: [Input field]
- Secondary Phone #: [Input field]
- Email: [Input field]
- Secondary Email: [Input field]

There is an 'Update Address' checkbox. The form is part of a multi-step process with 'Previous' and 'Next' buttons.

- Submitting Application
 - Prior to Submitting application you can print a draft for your records
 - When completed click “Submit”

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Available Filings My Filings Message Center 20 Account Sign Out

Application Instructions Parcel Selection Parcel Information Applicant Information Sponsors Architect/Engineer

Submit

Legal Notice

By clicking submit below, I certify that the statements contained in this application, including any attachments to the application, are true to my knowledge.

All submitted applications for the condo application 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

New Condo E-Filing – Condo Worksheet Application Process

- Search for Condo Project by the following criteria
 - Project number
 - Condo number
 - Condo name
 - Borough, block, lot
- Click “Search” after entering criteria
- Click “Start Filing” under the “Search Results” section



Available Filings My Filings Message Center **20** Account Sign Out

Search for Condo Project

Please search for your application by Project Number. Once you find your project click the Start Filing button.

Project Number:

Condo Number:

Condo Name:

Borough:

Block:

Lot:

Search Results

	Project Num	Applicant Name	Condo Name
<input type="button" value="Start Filing"/>	██████████	██████████	

1 - 1 of 1 items

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- Click on the “Development Information” section
 - Enter the following:
 - Easements Y/N
 - Number of Condo Lots
 - Land Square Feet
 - Common Area Square Feet
 - Building Gross Square Feet

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Available Filings My Filings Message Center **22** Account Sign Out

[Project Information](#) [Applicant Information](#) **[Development Information](#)** [Parent Information](#) [Child Lot Information](#) [Building Information](#)

[Building Child Lots](#) [Address Summary](#) [Submit](#)

Condo Worksheet

Development Information

Application Type: **NC-New Condo Application**

Condo Name: **[REDACTED]**

Condo No: **[REDACTED]**

Please enter the following development details for this application. This information is required for New Condo Applications only.

Are there Internal/External Easements?	<input type="text" value=""/>	*
Number of Condo Lots:	<input type="text" value="4"/>	
Land Square Feet:	<input type="text" value=""/>	*
Common Area Square Feet:	<input type="text" value=""/>	*
Building Gross Square Feet:	<input type="text" value=""/>	*

[Need Help?](#)

[Previous](#) [Cancel Filing](#) [Next](#)

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- Click on the “Child Lot Information “section
 - Click on “Download” (Choose type of file)

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Project Information Applicant Information Development Information **!** Parent Information **Child Lot Information** Building Information

Building Child Lots Address Summary Submit

Condo Worksheet

Child Lot Details

Application Type: NC-New Condo Application
Condo Name: KOOKY DOOKS CONDO
Condo No: 501919

(* = Indicates a required field) [Need Help?](#)

For new applications, the sum of the child lots' Common Interest % values must equal exactly 100%.
 For amended applications, the sum of the child lots' Common Interest % values must equal the total Common Interest % for all parent lots.
 If you would like to enter the Child Lot data in an external application, please click Download and select the desired file type. Once the data has been entered, click Upload and select your file

Download ▾ Upload

BBL	Unit#*	CommInt%*	UnitSqFt*	Floor*	TotalUnits*	Use Type*	Location	# Bdrms	# Baths
5-00002-1001									
5-00002-1002									
5-00002-1003									
5-00002-1004									
Total:		0	0						

1 - 4 of 4 items

Previous Cancel Filing **Next**

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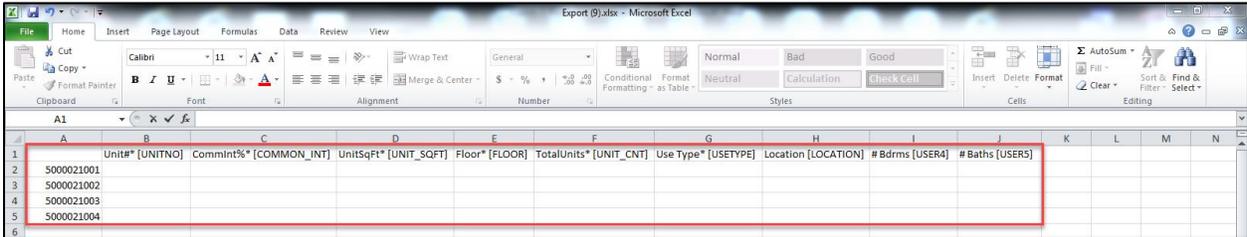
- Click “Save”

Do you want to save **Export.xlsx** from **msdwww-dofptsepw.csc.nycnet?** Save ▾ Cancel x

- Click “Open”

The **Export (9).xlsx** download has completed. Open ▾ Open folder View downloads x

- Spreadsheet will open, enter required information, save when finished



- Click "Upload", choose file and upload spreadsheet
- Information will be uploaded into the grid
- Click "Next" when finished

Available Filings My Filings Message Center **22** Account Sign Out

Project Information Applicant Information Development Information Parent Information **Child Lot Information** Building Information

Building Child Lots Address Summary Submit

Condo Worksheet

Child Lot Details

Application Type: NC-New Condo Application
Condo Name: KOOKY DOOKS CONDO
Condo No: 501919

(* = Indicates a required field) [Need Help?](#)

For new applications, the sum of the child lots' Common Interest % values must equal exactly 100%.
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 If you would like to enter the Child Lot data in an external application, please click Download and select the desired file type. Once the data has been entered, click Upload and select your file

Download ▾ **Upload** ←

BBL	Unit#*	CommInt%*	UnitSqFt*	Floor*	TotalUnits*	Use Type*	Location	# Bdrms	# Baths
5-00002-1001	1	25	1,000	1	1	Residential - Condo	N	2	
5-00002-1002	2	25	1,000	2	1	Residential - Condo	S	2	
5-00002-1003	3	25	1,000	3	1	Residential - Condo	E	2	
5-00002-1004	4	25	1,000	4	1	Residential - Condo	W	2	
Total:		100	4,000						

1 - 4 of 4 items

Previous **Next** Cancel Filing

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- Click on the “Building Information” section
 - Click on the “Add” button to enter the building information
 - Click “Next” when finished



Available Filings
My Filings
Message Center **22**
Account
Sign Out

Project Information
Applicant Information
Development Information
Parent Information
Child Lot Information
Building Information

Building Child Lots
Address Summary
Submit

Condo Worksheet

Application Type: NC-New Condo Application
Condo Name: KOOKY DOOKS CONDO
Condo No: 501919

Building Information

Add details for all condo buildings below. **At least one building entry is required.**

Add
Delete

#	Bldg No.	Bldg Name
1		

« 1 »»
1 - 1 of 1 items

Please enter the following development details for this application:

Number of buildings for this condo: *

Building Name / Condo Name: *

Has Elevator? *

New Construction? *

of Stories: *

of Addresses:

Address1:

*

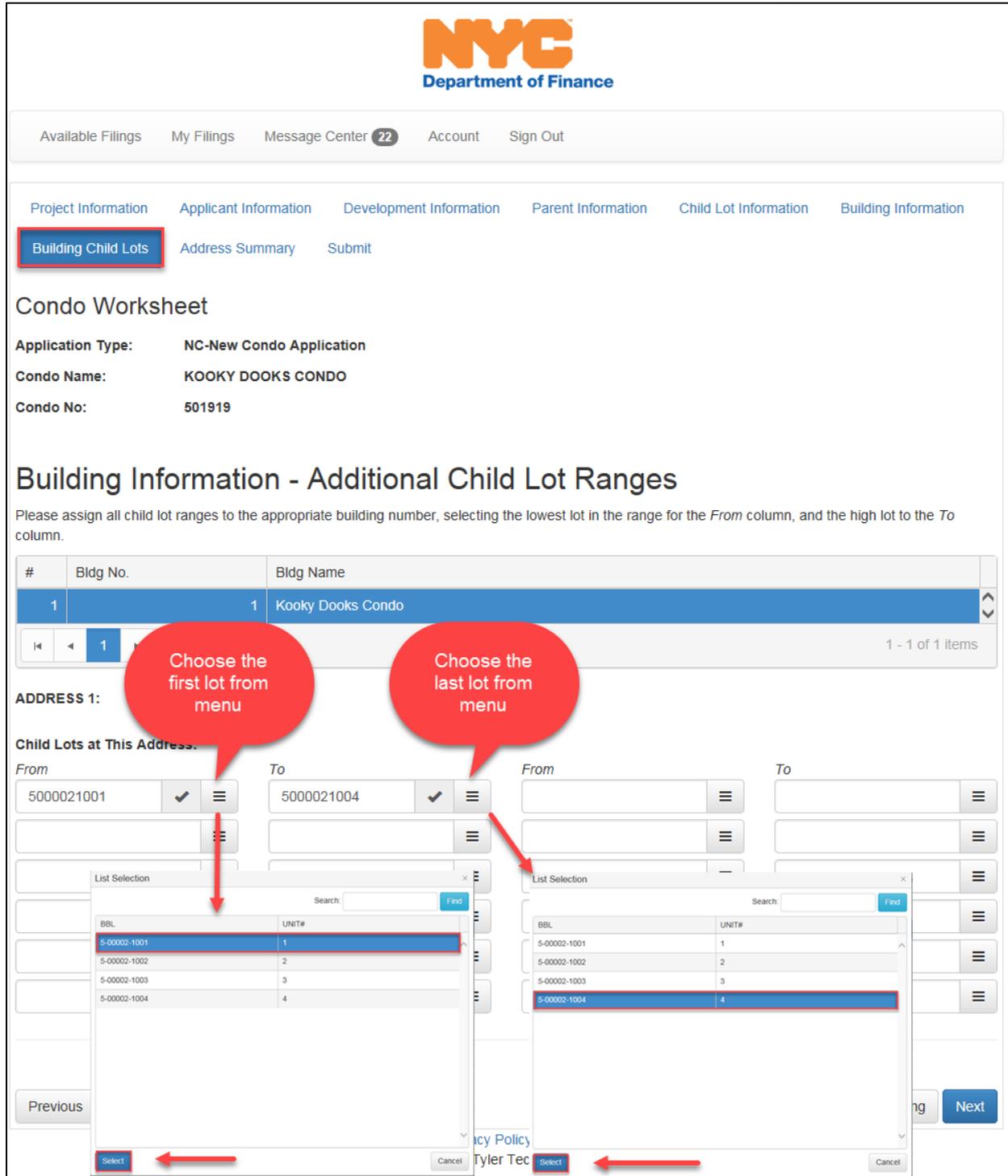
*

*

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Cancel Filing
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- On the “Building Child Lots” section
 - Choose the condo lot range
 - Under the “From” section, click on menu icon  and choose the lowest lot
 - Under the “To” section click on menu icon  choose the highest lot



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Project Information Applicant Information Development Information Parent Information Child Lot Information Building Information

Building Child Lots Address Summary Submit

Condo Worksheet

Application Type: NC-New Condo Application
 Condo Name: KOOKY DOOKS CONDO
 Condo No: 501919

Building Information - Additional Child Lot Ranges

Please assign all child lot ranges to the appropriate building number, selecting the lowest lot in the range for the *From* column, and the high lot to the *To* column.

#	Bldg No.	Bldg Name
1	1	Kooky Dooks Condo

1 - 1 of 1 items

ADDRESS 1:

Child Lots at This Address:

From	To	From	To
5000021001 ✓	5000021004 ✓		

List Selection (From):

BBL	UNIT#
5-00002-1001	1
5-00002-1002	2
5-00002-1003	3
5-00002-1004	4

List Selection (To):

BBL	UNIT#
5-00002-1001	1
5-00002-1002	2
5-00002-1003	3
5-00002-1004	4

Previous Next

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- Review application prior to submitting
- When ready to complete application click on the “Submit” section and then the “Submit” button

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Available Filings My Filings Message Center **22** Account Sign Out

Project Information Applicant Information Development Information Parent Information Child Lot Information Building Information

Building Child Lots Address Summary **Submit**

Condo Worksheet

Legal Notice

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Previous Cancel Filing Print Draft **Submit**

- You will be redirected to a confirmation page and have the option to print your filing

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Available Filings My Filings Message Center **23** Account Sign Out

Confirmation

Thank You!

Your application has been successfully submitted!

The New York City Property Appraiser's Office will process your application and notify you of its status within 2 business days. All communication regarding your application submittal will be sent to the email address you provided when creating your E-file user account.

***Our office is committed to protecting your privacy and security. The information collected for the purpose of this application will only be retained until it has been processed by our office staff. At that point, your information will be removed from the E-file system.*

Thank you for using the New York City Property Appraiser's E-file system.

Print Filing