



New York City Department of Finance • Property Division

**ADMINISTRATIVE REVIEW APPLICATION
TO CORRECT AN ASSESSMENT OR TAX DUE
TO A CLERICAL ERROR OR ERROR IN DESCRIPTION**

NYC Department of Finance, Property Division, Attn: Assessment Review, 66 John Street, 12th Floor, New York, NY 10038

We recommend that you submit this form online at www.nyc.gov/assessments. Click on “Challenge your Assessment.” Online forms are processed quickly, and you will receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

Instructions: Please complete this application and submit it to the address listed above. Please note: The Department of Finance will only correct eligible errors that occurred during the tax year in which an application for correction of errors was submitted, the two directly preceding tax years, or any combination of such tax years. All documentation supporting your request must be submitted with your application. Please fill out this form clearly and completely. All fields marked with an asterisk* are required.

SECTION I - GENERAL INFORMATIONI am the: ☐ OWNER ☐ REPRESENTATIVE**PROPERTY INFORMATION**

BOROUGH*	BLOCK*	LOT*	EASEMENT	BUILDING CLASS	TAX CLASS
STREET NUMBER*	STREET NAME*			APARTMENT NUMBER	

OWNER INFORMATION

FIRST NAME	MI:	LAST NAME	COMPANY NAME
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CONTACT INFORMATION

FIRST NAME*	MI:	LAST NAME*	COMPANY NAME
STREET NUMBER*	STREET NAME*		APARTMENT NUMBER
CITY*	STATE*		ZIP CODE*
TELEPHONE NUMBER*		EMAIL ADDRESS*	

SECTION II - REVIEW OF PROPERTY MARKET VALUE/ASSESSED VALUE OTHER AGENCIES APPLICATIONS

This section aims to understand any previous efforts you've made to challenge the assessed value of your property. Please answer the following questions:

1. Have you commenced any application with the NYC Tax Commission or any other City agency for the current tax year or prior two tax years concerning the property's assessed value? (Yes/No)
 - If **No**, proceed to next question.
 - If **Yes**, please provide:
 - Tax years of the applications _____ , _____
 - The agency you applied to _____

2. Have you commenced any litigation, judicial proceeding, or other action for the current tax year or prior two tax years concerning the property's assessed value? (Yes/No)

- If **No**, you have completed this section and do not need to take further action.
- If **Yes**, please provide:
 - Tax years of the filings _____ , _____
 - Index numbers of the filings _____

SECTION III – CLERICAL ERROR YOU BELIEVE IS INCORRECT

Please provide the reason(s) you are requesting a correction of the assessment or tax on the property referenced above.
(Use additional sheets if necessary.)

Please list the tax year(s) for which you are requesting a refund or credit of real property taxes.
(See the Frequently Asked Questions below to learn which errors are eligible for correction.)

SIGNATURE OF APPLICANT

DATE

FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION

Use this application to request a correction to a property assessment or real property tax due to a clerical error or an error in description by the Department of Finance.

Who can file an application to correct an assessment or property tax due to a clerical error or error in description?

Only the owner of the property or other persons who are eligible to file an application with the Tax Commission, as specified in Title 21, Section 3-02(b) of the Rules of the City of New York, can file an application for correction of an erroneous assessment or tax.

What types of errors are eligible for correction?

Clerical errors and errors in description as defined in Title 19, Section 53-02 of the Rules of the City of New York are eligible for correction. Visit www.nyc.gov/finance for more information.

How far back will errors be corrected?

The Department of Finance will only correct eligible errors that occurred during the tax year in which an application for correction of errors was submitted, the two directly preceding tax years, or any combination of such tax years, except for extenuating circumstances as defined by rule.

What's the application deadline?

Applications will be accepted and reviewed on an ongoing basis.

Where can I get assistance?

If you need help or have questions, please call 311 or visit www.nyc.gov/finance.