

CONDOMINIUM TERMINATION AND APPROVAL PROCESS

STEP 1 - Complete Condominium Termination Application Online at [NYC.GOV/CONDOEFILE](https://nyc.gov/condoefile)
Submit complete application for condominium termination

STEP 2 - Submit Completed Termination Package.

- A Department of Buildings approved Subdivision of Improved (SI) if applicable.
- An affidavit from the owners or sponsors of the condo stating that no sales of the condominium have taken place if there aren't any recorded deeds.
- A letter from the Attorney General's Office stating that the condominium has been dissolved.
- A copy of the condominium termination documents recorded in ACRIS.

NEW LOT ASSIGNMENT AND FEES:

- The Tax Map Office issues lot numbers for all apportionments, including condominiums. Finance collects \$73 for each lot number, payable at the time of the initial application.
- Lots are tentative until final approval is received from the Tax Map Office.
- Even if a fee was previously paid, a new fee will be required for each tax lot if any of the circumstances apply:
 - a. owner changes
 - b. lot subdivision configuration changes
 - c. condo subdivision and/or number of units changes
 - d. tentative lots expire after one year
- Tax map certification: \$10.00

Return completed application and package to:

NYC Department of Finance
Property Division - Tax Map Office
66 John Street, 3rd Floor
New York, NY 10038