



# APPLICATION FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION

## SECTION A: PROPERTY INFORMATION

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Present Lot(s): \_\_\_\_\_

1. Number of lot(s) requested: \_\_\_\_\_

2a. Name of Condominium: \_\_\_\_\_ 2b. Condominium #: \_\_\_\_\_

3a. Property Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

3b. Additional address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

4. New Lot Usage:  Residential  Commercial  Mixed Commercial/Residential

5. Recorded CRFN# of the Declaration: \_\_\_\_\_

6. How many amendments has been filed for this condo? Please **DO NOT** include this filing in your count. \_\_\_\_\_

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

New Lot(s) #: \_\_\_\_\_ Dropped Lot(s) #: \_\_\_\_\_

## SECTION B: APPLICANT INFORMATION

1. Name of Applicant: \_\_\_\_\_ 2. Email: \_\_\_\_\_

Mailing  
2. Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

3. Contact Name \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## SECTION C: CERTIFICATION

*The applicant hereby certifies that, with respect to this application for an amendment to the Condominium Floor Plans, it has been authorized to submit this application either by the Board of Managers of the Condominium or pursuant to authority granted to the applicant under the Condominium Declaration*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION D: REASON FOR FILING AN AMENDMENT

Check all that may apply:

Modify Common Elements  Modify Floor Plans  Other. \_\_\_\_\_

**DRAW SKETCH TO SCALE 1" = 50', IF POSSIBLE INDICATE NORTH ARROW**

(Architect or Engineer's seal)

Customer Service Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tax Map Unit Staff: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **DOCUMENTS REQUIRED FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION**

**INSTRUCTIONS:** Please complete this application and **submit only in person to: Department of Finance, Property Division - Tax Map Office , 66 John Street, 3rd Floor, New York, NY 10038.** Please read the instructions for further details before completing this form. Print clearly.

### **SUBMISSIONS ARE ONLY RECEIVED AT THE ABOVE LOCATION**

#### **STEP ONE- REQUEST LOT ASSIGNMENT (IF REQUIRED)**

Submit your completed and signed application for Amendment to Condominium Declaration (RP-602CA) along with payment. Upon your initial filing of this application, the Tax Map Office will assign an Amended Condominium Declaration number to lot(s) as needed.

#### **STEP TWO- SUBMIT COMPLETED AMENDMENT APPLICATION PACKAGE**

1. Completed and signed Amendment Application (RP602CA)
2. Two copies of the proposed floor plans with the architect's professional seal and signature. Floor plans must be notarized.
3. Copy of recorded floor plans.
4. Copy of recorded condominium declaration.
5. Department of Buildings approved Subdivision of Condominiums (SC) if required.

#### **THE TAX MAP OFFICE WILL APPROVE YOUR PACKAGE QUICKLY AND EFFICIENTLY IF YOU HAVE:**

1. Paid your filing fees (\$73/lot)
2. No outstanding real estate taxes, charges, or liens.
3. Property owners must resolve certain outstanding judgment summonses adjudicated by the Environmental Control Board (ECB) before applying to divide or merge properties.
4. Correct and consistent information on all of your documents, for example:
  - Condominium's name and address is the same on all documents.
  - Block and lot numbers listed on schedule B must be the same as the numbers assigned by customer service representative.
  - Unit designations are the same on all documents
  - Floor plans must match unit descriptions in the amended declaration.
5. The common interest percentages for all units equal 100%, rounded to four decimal points.
6. Department of Buildings approved Subdivision of Condominiums (SC) if required.

#### **UPON RECEIPT OF YOUR COMPLETED AMENDED CONDOMINIUM DECLARATION PACKAGE, FINANCE WILL VERIFY:**

1. The package contains the documents listed above.
2. There are no open real estate taxes or other agency charges.
3. Department of Buildings approved Subdivision of Condominiums (SC) if required.

#### **RETURN COMPLETED AMENDMENT APPLICATION AND PACKAGE TO:**

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