




# Storefront Registry User Guide

A step-by-step guide to submitting your annual Storefront Registry statement online.

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## Overview

The storefront filing requirement applies to all tax class 2 and 4 property owners with ground-floor or second-floor storefronts, even if you are otherwise exempt from filing an annual income and expense statement.

Owners of class 1 properties in commercially zoned areas, known as designated class 1 properties, must register their storefronts if the space was vacant or owner-occupied for any days during the previous year.

In 2024, your Storefront Registry statement will move to a new online system. You will not be able to copy information that you submitted in 2023. To begin filing in 2024, you will start a first-time registration. In 2025 and subsequent years, the application will ask you if you want to start your registration by copying the Storefront Registry statement you filed the year before.

This guide is designed to provide a step-by-step overview of how to create and submit your annual Storefront Registry statement.

## Begin Filing


To begin, log in using your NYC.ID account. If you do not already have one, you will need to create one. To do so, please [visit our website](#).

For all tax class 2 and 4 property owners with ground-floor or second floor storefronts, go to [“Storefront Registry for Tax Classes 2 and 4.”](#)

For Designated Class 1 owners, go to [“Storefront Registry for Designated Tax Class 1.”](#)

Note: If you are on the main menu for all available filings, you will select “YYYY - Storefront Registry for Designated Tax Class 1” or “YYYY - Storefront Registry for Tax Classes 2 and 4,” where YYYY in the label is always the reporting year for the available registration period. For instance, in 2024, the menu selection is “2023 - Storefront Registry for Designated Tax Class 1” or “2023 - Storefront Registry for Tax Classes 2 and 4.”

Select 



Enter your borough, block, and lot numbers (BBL) and select .

Borough:

Block:


Lot:

Easement:  
(if applicable)


 

In the Search Results below, select [Start Filing](#) next to your property.

### Search Results



	BBL	Owner Name
<a href="#">Start Filing</a>	1-00121-0001	NYC DCAS

 1 - 1 of 1 items

## Verify Parcel Information

Review the Verify Parcel Information screen to be sure that you are filing for the correct property and that the address information is accurate. If you need to update the property's contact information that is shown here, you should select the link for the "Address Change Form" and follow the instructions to report your changes. Note: You must return to this window to continue your Storefront Registry statement.

**Parcel Information** | Filer Information | Unit Information | Occupancy Information | Submit

### Verify Parcel Information

Please verify that you have selected the correct property.

If the mailing address shown below is incorrect, you may submit an [Address Change Form](#). Please note that an address change may not be immediately reflected in new filings.

**BBL**

 ✓


**Property Address**

**Owner**

Cancel Filing **Next**

Click **Next** to continue to the next tab to enter the Filer Information.

## Enter Filer Information

Follow the prompts and enter all requested owner and filer information. Complete all fields with a red asterisk  next to them or you will not be able to submit this filing.


Parcel Information **Filer Information** Unit Information Occupancy Information Submit

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


### Filer Information


**Owner/Filer Information**

Owner's Name:

Owner EID Type: [Need Help?](#)   EID #:


Note: EIN/TIN/SSN will not show on printouts.

Filer's Name:  


Filer's Relationship to the Property:  


**Contact Information**


Check here if the filer of the application is also the contact:

Contact Name:  

Address:


ZIP:   City:  State:


Cell Phone:  

Email:  

Do any of the following conditions apply to your property?

- Property does not have ground floor or second-floor commercial spaces that are or can be used for retail sales to the public.
- Property is exclusively residential and has no commercial space.
- Property is vacant land or is uninhabitable.
- The owner has not operated the property at any time during the reporting period.



Click  to continue.

## Add or Modify a Storefront

The first storefront will automatically appear; enter the information requested. Note that Street # and Street Name are both optional and should be entered if the address is different from property's address.

Complete all fields with a red asterisk  or you will not be able to submit this filing.

For Designated Class 1 Properties, the maximum number of storefronts that can be entered is two (2). For Tax Class 2 or 4 properties, there is no defined maximum number of storefronts.

### Storefront Unit Information

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Street #	Street Name	Marked for Deletion (Y/N)
1			No

◀ ◁ 1 ▷ ▶

1 - 1 of 1 items

Storefront #:

Enter address for this storefront if different from building address.

Street #  Street Name

Enter storefront details.

Storefront Description:

Floor size in square feet (enter whole numbers from 10 to 99999999)

If you need to enter a second storefront, click the “Add” button and enter the requested information.

### Storefront Unit Information

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Street #	Street Name	Marked for Deletion (Y/N)
1			No
2			No

1 - 2 of 2 items

When all storefront units on the property are entered, click  to continue to Occupancy Information.

### Storefront Unit Information

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Street #	Street Name	Marked for Deletion (Y/N)
1			No

1 - 1 of 1 items

Storefront #:

Enter address for this storefront if different from building address.

Street #  Street Name

Enter storefront details.

Storefront Description:

Floor size in square feet (enter whole numbers from 10 to 99999999)



To enter additional storefronts, click the “Add” button and enter the requested information for each storefront.

### Storefront Unit Information

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Street #	Street Name	Marked for Deletion (Y/N)
1			No
2			No

1 - 2 of 2 items

Click  to continue to Enter Storefront Occupancy Information.

## Enter Storefront Occupancy Information

To enter occupancy information for a storefront, fill out the Select Storefront # section by clicking the hamburger button (☰).

### Storefront Occupancy

Please provide storefront information for all ground-floor and second-floor storefronts on the premises. [Need Help?](#)

Storefront #	Occ Type	Business Name	Occ Start Date	Occ End Date	Marked for Deletion
					No

1 - 1 of 1 items

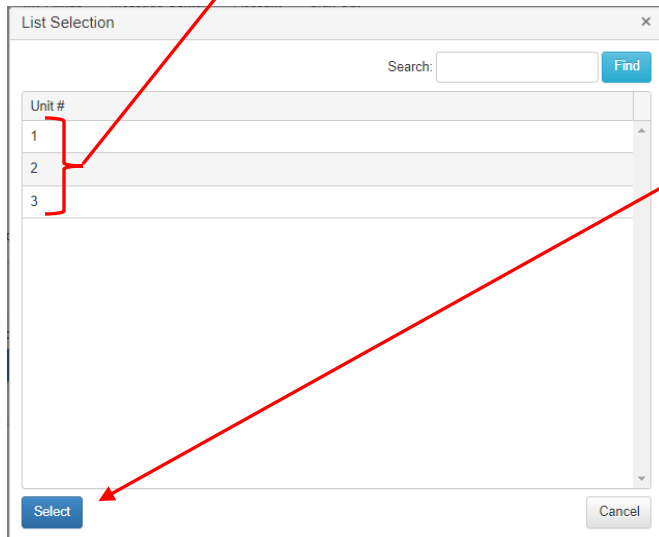
Select Storefront #:

Occupant Type:

A table will pop up. Choose a storefront by selecting a row and clicking  to continue to the occupancy information screen.

The pop-up table will show the unit number for all storefronts you have added for reporting.

Select the row of the storefront to report occupancy information and click “Select.”



### Entering Occupancy Information Tab for Designated Class 1 Properties

You will enter storefront occupancy information for each storefront that you are reporting. Please note that the storefront occupancy information requested will change based on your responses. Answer all requested information.

Was the storefront unit leased to any tenant for the entire 12 months of the reporting period?

If you answer “Yes,” confirming that the storefront unit was leased to any tenant for the entire 12 months of the reporting period, then no more information will be requested.

Click  to [Submit Storefront Registry](#).

If you answer “No,” confirming that the storefront unit was not leased to any tenant for the entire 12 months of the reporting period, additional questions will be asked.

Was the storefront leased to any tenant for any time in the last 3 years before January 1 of the current calendar year?

If you answer “Yes,” confirming that the storefront was leased to any tenant for any time in the last 3 years before January 1 of the current calendar year, you must enter all the information requested. See the screenshot below.

## Storefront Occupancy

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Occ Type	Business Name	Marked for Deletion
1			No

1 - 1 of 1 items

Select Storefront #:

Was the storefront leased to any tenant for the entire 12 months before January 1?

Was the storefront leased to any tenant for any time in the 3 years before January 1 of the current calendar year?

Enter the expiration date the most recent lease:

Enter the primary business activity conducted on the premises by the last occupant:

Enter the average monthly rent per sqft under the most recent lease for this unit:

Has storefront undergone construction or alteration during 3 years preceding January 1 of the current calendar year?

Is storefront available to lease at the time of this filing?

If you answer “No,” the next question will be asked.

Was the storefront occupied by an owner for any time in the 3 years before January 1 of the current calendar year?

If you answer “Yes,” confirming that the storefront was occupied by an owner for any time in the 3 years before January 1 of the current calendar year, you must enter the last date that the owner occupied the premises and the primary business activity that the owner conducted on the premises.

## Storefront Occupancy

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storefront #	Occ Type	Business Name	Marked for Deletion
1			No

1 - 1 of 1 items

Select Storefront #:

Was the storefront leased to any tenant for the entire 12 months before January 1?

Was the storefront leased to any tenant for any time in the 3 years before January 1 of the current calendar year?

Was the storefront occupied by an owner for any time in the 3 years before January 1 of the current calendar year?

Enter the last date the owner occupied the premises:

Enter the primary business activity the owner conducted on the premises:

If you answer “No,” the next question will be asked.

Has the storefront undergone construction or alteration during the 3 years preceding January 1 of the current calendar year?

If you answer “Yes,” confirming that the storefront has undergone construction or alteration during the 3 years preceding January 1 of the current calendar year, you must answer the questions as shown in the screenshot below.

Storefront Occupancy

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Filter errors (1)

Storef...	Occ T...	Business Name	Marked for...
1			No

1 - 1 of 1 items

Select Storefront #:

Was the storefront leased to any tenant for the entire 12 months before January 1?

Was the storefront leased to any tenant for any time in the 3 years before January 1 of the current calendar year?

Was the storefront occupied by an owner for any time in the 3 years before January 1 of the current calendar year?

Has the storefront undergone construction or alteration during the 3 years preceding January 1 of the current calendar year?

Add up to 3 project start and end dates: (at least 1 required)

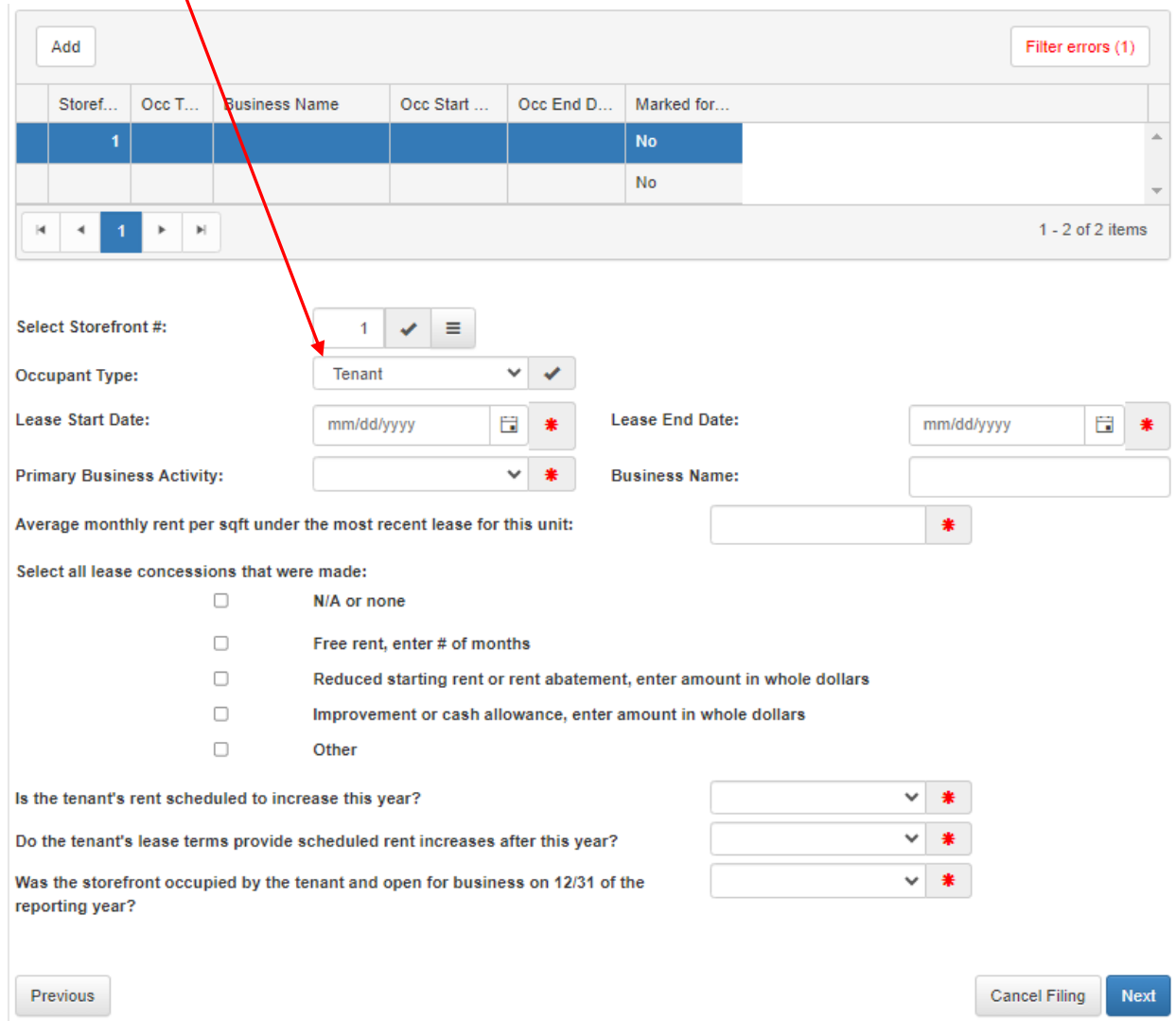
Project Start Date	Project End Date (Actual or Expected)
<input type="text"/> <input type="button" value="📅"/> <input type="button" value="✖"/>	<input type="text"/> <input type="button" value="📅"/> <input type="button" value="✖"/>
<input type="text"/> <input type="button" value="📅"/>	<input type="text"/> <input type="button" value="📅"/>
<input type="text"/> <input type="button" value="📅"/>	<input type="text"/> <input type="button" value="📅"/>

If you answer “No,” answer the questions as shown in the screenshot below. After that, no additional information will be requested.


You are done. Click  and proceed to [Submit Storefront Registry](#).

## Entering a Tenant Occupancy for Tax Class 2 or 4 Properties

Select “Tenant” from the drop-down list for “Occupant Type.”



The screenshot shows a data entry form with a table at the top and several form fields below. The table has columns for Storefront #, Occupant Type, Business Name, Occ Start, Occ End, and Marked for. The first row is highlighted in blue and shows '1' in the Storefront # column and 'No' in the Marked for column. Below the table are navigation buttons and a 'Filter errors (1)' button. The form fields include: 'Select Storefront #' (dropdown with '1'), 'Occupant Type' (dropdown with 'Tenant'), 'Lease Start Date' (calendar icon, red asterisk), 'Lease End Date' (calendar icon, red asterisk), 'Primary Business Activity' (dropdown, red asterisk), 'Business Name' (text input), 'Average monthly rent per sqft under the most recent lease for this unit:' (text input, red asterisk), 'Select all lease concessions that were made:' (checkboxes for N/A or none, Free rent, Reduced starting rent, Improvement or cash allowance, Other), 'Is the tenant's rent scheduled to increase this year?' (dropdown, red asterisk), 'Do the tenant's lease terms provide scheduled rent increases after this year?' (dropdown, red asterisk), and 'Was the storefront occupied by the tenant and open for business on 12/31 of the reporting year?' (dropdown, red asterisk). At the bottom are 'Previous', 'Cancel Filing', and 'Next' buttons.

You must enter all fields with a red asterisk  next to them.

See [How to Calculate Average Monthly Rent Per Square Feet](#) for more details.

To add another occupancy, click “Add.” If you have entered all occupancies for all units,

click .

## Entering an Owner Occupancy for Tax Class 2 or 4 Properties

Select “Owner” from the drop-down list for “Occupant Type.”

**Storefront Occupancy** Need Help?

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Storef...	Occ T...	Business Name	Occ Start ...	Occ End D...	Marked for...
1					No
					No

1 - 2 of 2 items

Select Storefront #:

Occupant Type:

Occupant Start Date:    Occupant End Date:

Primary Business Activity:    Business Name:

Average monthly rent per sqft under the most recent lease for this unit:

Enter all fields with a red asterisk  next to them.

For an owner, the “Occupant Start Date” can be any time before or during the reporting period, but the “Occupant End Date” cannot be later than December 31 in the reporting period.

“Average monthly rent per sqft under the most recent lease for this unit” is calculated using the most recent available tenant lease. To calculate the value, see [How to Calculate Average Monthly Rent Per Square Feet](#). If this unit has never had any paying tenants, enter \$0.

To add another occupancy, click “Add.” If you have entered all occupancies for all units, click .

## Entering a Vacancy for Tax Class 2 or 4 Properties

Select “Vacant” from the drop-down list for “Occupant Type.”

Storef...	Occ T...	Business Name	Occ Start ...	Occ End D...	Marked for...
1	Owner				No
					No

Select Storefront #: 1 ✓ ☰

Occupant Type: Vacant ✓

Vacancy Start Date: mm/dd/yyyy \* Vacancy End Date: mm/dd/yyyy \*

Average monthly rent per sqft under the most recent lease for this unit: \*

Was the storefront under construction or alteration during the period entered? YES ✓

Add up to 10 DOB Project Numbers: (at least one project required)

Job Number	Project Start Date	Project End Date (Actual or Expected)
*	*	*

Enter all fields with a red asterisk \* next to them.

For a vacant storefront, the “Vacancy Start Date” can be any time before or during the reporting period, but the “Vacancy End Date” cannot be later than December 31 in the reporting period.

“Average monthly rent per sqft under the most recent lease for this unit” is calculated using the most recent available tenant lease. To calculate the value, see [How to Calculate Average Monthly Rent Per Square Feet](#). If this unit has never had any paying tenants, enter \$0.

To add another occupancy, click “Add.” If you have entered all occupancies for all units, click [Next](#).

## How to Calculate Average Monthly Rent Per Square Feet

1. **Calculate** the average monthly rent by dividing the total amount that was expected under the lease for the premises during the reporting period (for example, 3/1/2023 through 12/31/2023) by the number of months that the premises was leased in the reporting period. For example, if the tenant occupied the unit for 10 months of 2023 and you expected \$60,000 under the lease agreement, the average monthly rent amount would be \$6,000.
2. **Determine** the rentable square footage. You can calculate this by adding the total tenant-occupied square footage of the storefront and the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement. For example, if the tenant-occupied total square footage is 95 square feet and their pro-rata share of the common area is 5 square feet, the total rentable square footage is 100 square feet.
3. **Divide** the average monthly rent by the rentable square footage to find the average monthly rent per square foot. Round to the nearest whole number and enter that number. For example, \$6,000 in Step 1 divided by 100 square feet in Step 2 is a total average monthly rent per square footage of \$60.



## Delete a Storefront

Select the row of the storefront you wish to delete and check the box next to “Check here to delete this record from your filing. It will be deleted upon submission.”

### Storefront Unit Information

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Add Filter errors (1)

Storefront #	Street #	Street Name	Marked for Deletion (Y/N)
1			No
2			No

1 - 2 of 2 items

Check here to delete this record from your filing. It will be deleted upon submission.

Storefront #:  ✓

Enter address for this storefront if different from building address.

Street #  Street Name

Enter storefront details.

Storefront Description:  \*

Floor size in square feet (enter whole numbers from 10 to 99999999)  \*

Previous Cancel Filing

Note: If there is only one storefront unit entered or only storefront unit 1 remains, you may not delete that storefront unit since you must report at least one storefront unit and at least one occupancy for each storefront unit. If you deleted any storefronts in error, uncheck the box on that storefront and make sure all required information is entered.

## Delete an Occupancy

Select the row of the occupant type you wish to delete and check the box next to “Check here to delete this record from your filing.”

### Storefront Occupancy

Please provide storefront information for all ground-floor and second-floor storefronts on the premises.

Add

Storef...	Occ T...	Business Name	Marked for...
1			No
2			No

1 - 2 of 2 items

Check here to delete this record from your filing.


Select Storefront #:  ✓ ☰

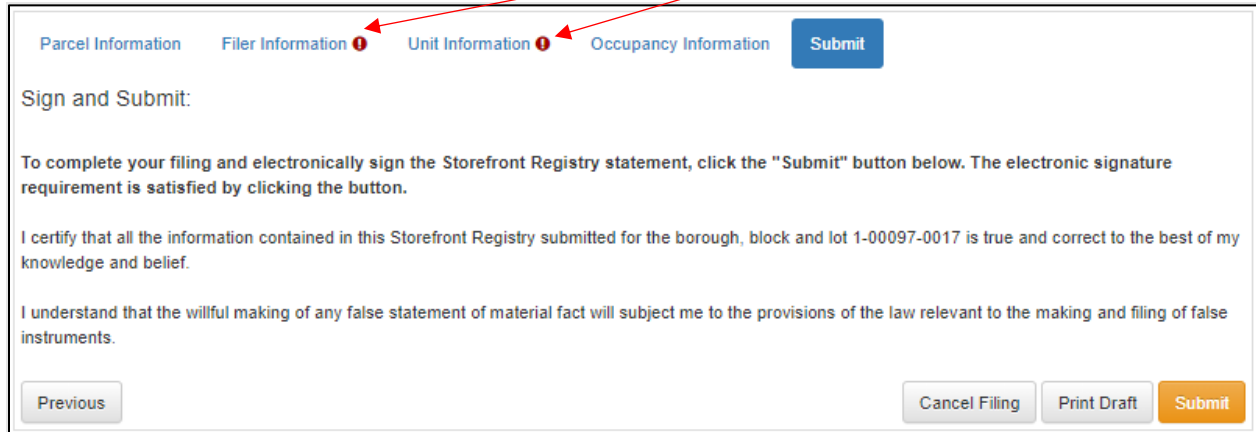
Was the storefront leased to any tenant for the entire 12 months before January 1?



Previous

Note: If there is only one occupancy type entered for a storefront unit or only the first occupant type for a storefront unit remains, you may not delete that occupant type since you must report at least one occupant type for each storefront unit reported. If you deleted any occupancies in error, just uncheck the box and make sure all required information is entered for the occupancy.

## Missing Section Information

Sections that are missing information will have an exclamation mark () on the section tab to show you where corrections are necessary.



Parcel Information Filer Information  Unit Information  Occupancy Information

Sign and Submit:


To complete your filing and electronically sign the Storefront Registry statement, click the "Submit" button below. The electronic signature requirement is satisfied by clicking the button.


I certify that all the information contained in this Storefront Registry submitted for the borough, block and lot 1-00097-0017 is true and correct to the best of my knowledge and belief.


I understand that the willful making of any false statement of material fact will subject me to the provisions of the law relevant to the making and filing of false instruments.

Click on the tabs with the missing information symbol to enter all missing information.

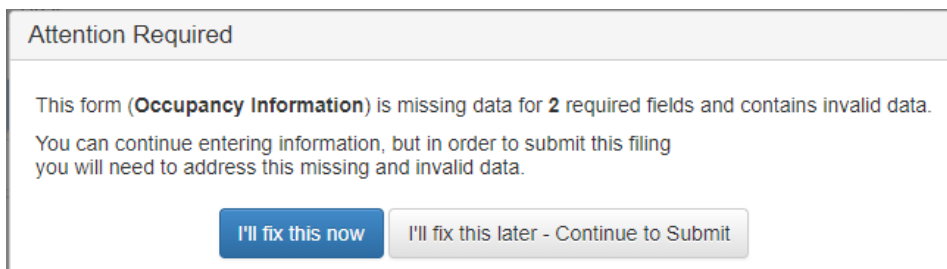
## Missing Occupancy Information

For tax classes 2 and 4 properties, if you have not entered at least one occupant type (tenant, owner, or vacancy) for each storefront that you are reporting, or if the occupancy's end date does not cover the end of the reporting period, which is on or after December 31, you will see an exclamation mark  on the Occupancy Information

 There must be at least one occupant per storefront unit on the Occupancy tab.

tab. You also may see  on the Unit Information tab.

If the system indicates the "Attention Required" error message shown below when you hit "Next," click "I'll fix this now."



Attention Required

This form (**Occupancy Information**) is missing data for 2 required fields and contains invalid data.

You can continue entering information, but in order to submit this filing you will need to address this missing and invalid data.

For details on entering occupants, go to [Enter Storefront Occupancy Information](#).

When all errors are corrected, proceed to [Submit Storefront Registry](#).

## Submit Storefront Registry

If you are ready to submit your filing, proceed to the Submit screen, review the certification, then select “Submit.”

Parcel Information Filer Information Unit Information Occupancy Information **Submit**

Sign and Submit:

To complete your filing and electronically sign the Storefront Registry statement, click the "Submit" button below. The electronic signature requirement is satisfied by clicking the button.

I certify that all the information contained in this Storefront Registry submitted for the borough, block and lot 1-00097-0017 is true and correct to the best of my knowledge and belief.

I understand that the willful making of any false statement of material fact will subject me to the provisions of the law relevant to the making and filing of false instruments.

Previous Cancel Filing Print Draft **Submit**

You will be asked to confirm that you want to submit the filing. Select “Yes.”

Submit Filing ×

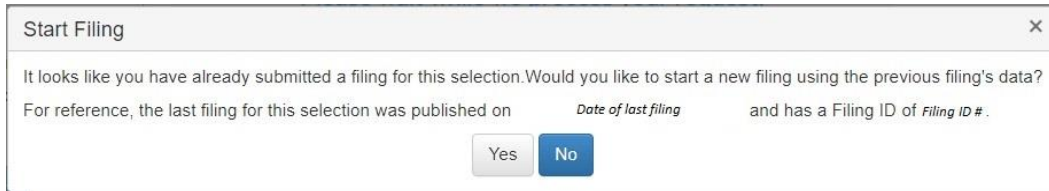
Are you sure you want to submit this Filing?

Yes No

After you submit your Storefront Registry statement, a confirmation email will be sent to the email that you entered in the Filer Information section.

## Revise a Filing You Submitted

Follow the steps in [Begin Filing](#). When you get the pop-up message shown in the screenshot below, select “Yes” to continue with the filing you previously submitted, or select “No” to begin a new filing.



You may then proceed to [Verify Parcel Information](#), [Enter Filer Information](#), [Add or Modify a Storefront](#), and [Enter Storefront Occupancy Information](#).

Whether you continue to submit a revised filing or you complete a new filing, the last filing you create and submit will replace any earlier filings that you have submitted.

## Copy Your Filing from the Previous Year

Starting in 2025, owners of tax class 2 and 4 properties may choose to copy their previous year’s filing before reviewing, revising, and submitting their Storefront Registry statement.

Follow the steps in [Begin Filing](#). When you get the pop-up message shown in the screenshot below, select “Yes” to copy the filing you submitted the previous year or select “No” to begin a new filing.



You may then proceed to [Verify Parcel Information](#), [Enter Filer Information](#), [Add or Modify a Storefront](#), and [Enter Storefront Occupancy Information](#).