



# **Storefront Registry**

## **User Guide**

A step-by-step guide to help you file information about your storefronts on the Real Property Income and Expense (RPIE) statement

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## What You Need to Know to Use the RPIE Application

- **Disable pop-up blockers:** You must disable the pop-up blocker feature in your web browser or add [www.nyc.gov](http://www.nyc.gov) to your allowed or trusted websites in the pop-up blocker settings.
- **Remember your password!** Your password and your borough, block, and lot number (BBL) are key to your filing. You will need them both to access filings you have already submitted or saved. Note that you can use your BBL and password from your prior year's filing to copy the information you entered last year into this year's form.
- **End Session:** Click the End Session button that appears on the top of the screen if you want to stop for any reason. Your filing will be saved, and you can return to review or amend your filing later.
- **Revise a filing:** You can change a filing you have already submitted by entering the BBL and password for that filing.
- **Saving your filing without submitting:** See "End Session" above.
- **Submitting your storefront data without an income and expense statement:** Enter section A, Owner/Filer Information, and section B, Contact Information, then click the StoreFront Registry button at the top of the page to skip to the registry. Complete the Storefront Registry section to finish your filing. **NOTE:** If you are a tax class 2 or 4 property owner who is required to file an income and expense statement, or a tax class 2 or 4 property owner who is required to file an exclusion, you cannot complete section S in lieu of these requirements.

## New for 2020 Storefront Registry Filing

- Storefront **contact information** was moved to the storefront information section. Contact information can be entered for each storefront or you can check the box and use the contact information you entered for your filing in from Section B.

Print Preview End Session Certification Page << Back Next >>

**SECTION 5 - STOREFRONT REGISTRY / Storefront Information** How many total ground-floor and second-floor retail storefronts are on the premises?

Storefront # 2 Storefront successfully updated

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name  Email Address

Primary Mobile Phone #  Alternative Phone #

(999) 999-9999 (999) 999-9999 optional

- **Business Name** was added for Tenants and Owners. You are asked to enter the Business Name that is typically displayed on the storefront signage (e.g.; Starbucks or NY Hair Styling). If you copied your filing from last year, you will need to check Tenant and Owner occupants and enter this field.

<< Back to Storefront Information

**SECTION 5 - STOREFRONT REGISTRY / Occupancy Information**

Storefront # 2 Please select Occupant Type

Occupant # 1 **Select Occupant Type**

Owner  Tenant  Vacant

Occupancy Start Date  Occupancy End Date

(MM/DD/YYYY) (MM/DD/YYYY)

**Business Information:**

1. Primary Business Activity  If you selected Other, enter more information here:

Business name

- For Tenants whose leases end on December 31 or whose leases extend beyond that date, we are asking you to answer this question, “Was the storefront occupied by the tenant and open for business as of 12/31?” If you copied your filing from last year, you should check your Tenant entries and answer this question.

**Occupant Lease Information :**

2. Average monthly rent PSF for the entire period

3. Existing Lease Concessions

N/A or None

Number of Months Rent-Free

Reduced Starting Rent or Rent Abatement Amount

Improvement or Cash Allowance Amount

Other

4. Is the tenant's rent scheduled to increase this year?  Yes  No

5. Do the tenant's lease terms provide scheduled rent increases after this year?  Yes  No

6. Was the storefront occupied by the tenant and open for business as of 12/31?  Yes  No Add Occupancy

## Step-by-Step Guide for Filing Storefront Data

This guide is designed to help you complete and submit the Storefront Registry section of the Real Property Income and Expense (RPIE) statement you will file on the Department of Finance's website at [www.nyc.gov/rpie](http://www.nyc.gov/rpie).

**Tax class 1 filers** start by Logging into the System and completing the following sections:

- Section A - Owner/Filer Information
- Section B - Contact Information
- Section S - Storefront Registry for Designated Tax Class 1

**Tax class 2 and 4 filers** start by Logging into the System and completing the following sections:

- Section A - Owner/Filer Information
- Section B - Contact Information
- Continue through all other sections you must file to complete your income and expense statement or to file an exclusion before proceeding to the next and last section to file storefront information.
- Section S - Storefront Registry for Tax Class 2 & 4

## Logging into the System

1. Type [www.nyc.gov/rpie](http://www.nyc.gov/rpie) into your browser.
2. Click on the link labeled [RPIE Statement Electronic Filing](#).

**The deadline to file your RPIE statement is June 1, 2020. File your RPIE here: [RPIE Statement Electronic Filing](#).**

A new window will open to the RPIE home screen.

3. At the bottom of this page, select RPIE Filing: RPIE (2020)

A new screen will open.

4. Enter your borough, block, and lot numbers in the fields provided and select Start a New RPIE or select Start a New RPIE Pre-Filing Last Year's RPIE Information if you want to copy last year's filing.

(You can find the borough, block, and lot on your annual notice of property value or on

The screenshot shows a form titled "Enter a Borough, Block and Lot". It has four input fields: "Borough:" with "MANHATTAN" selected in a dropdown menu, "Block:", "Lot:", and "Easement:". Below the fields is a list of options with radio buttons:

- Start a New RPIE
- Start a New RPIE Pre-Filing Last Year's RPIE Information
- Continue RPIE Previously Started
- Amend a Filed Return
- View Your Return - To view your prior year return click here:
- Check Your Filing Status

Red arrows in the original image point from the text "borough, block, and lot" to the corresponding input fields.

the property tax bill you receive from the Department of Finance. You can also find it by visiting [www.nyc.gov/bbl](http://www.nyc.gov/bbl).)

A box will appear at the bottom of the screen and you must enter a password to continue filing information for this BBL. Simply type over the asterisks shown in the box. If you are starting your filing using last year's information, you must enter the password you used last year.

**Remember your password:** You will need your borough-block-lot number and the password you entered if you want to return to review or amend your filing later.

Once you have entered your password, select Next and continue to **Section A – Owner Information**

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Review Income & Expense  
Worksheet for 2019

*To start a New RPIE filing, enter a new password in both boxes in the area below. (NEW password must be at least 8 characters with at least 1 number and 1 letter, only special characters @, # and \$ are allowed).*

Create a password:

Re-enter password:

Thank You

[Logoff](#) [Reset](#) [Next](#)

## Section A - Owner/Filer Information

1. Enter owner name in 1a and EIN or SSN in 1b or 1c.
2. Enter an additional owner's name in 1d and EIN or SSN in 1e or 1f, if applicable.
3. Enter the name of the authorized person filing the RPIE in 2a if not the owner. The filer may be an authorized representative or lessee. Also, enter the filer's EIN or SSN in 2b or 2c. Use the dropdown box to select the filer's relationship to the property if the filer is not the owner.

Continue with **Section B - Contact Information**.

SECTION A - OWNER / FILER INFORMATION		Is this filing for consolidated lots? Check if YES <input type="checkbox"/>	
1a. Owner's Name (Correct if different)	<input type="text"/>	b. <input type="radio"/> EIN	c. <input type="radio"/> SSN <input type="text"/>
d. Additional Owner's Name (if applicable)	<input type="text"/>	e. <input type="radio"/> EIN	f. <input type="radio"/> SSN <input type="text"/>
2a. Name of Entity Filing (if different from the owner)	<input type="text"/>	b. <input type="radio"/> EIN	c. <input type="radio"/> SSN <input type="text"/>
d. Filer's Relationship to the Property	<input type="text" value="OWNER"/>		

## Section B - Contact Information

Enter all contact information for the individual designated to respond to questions about this filing. This individual will receive a confirmation email once the storefront registry filing is submitted. Email address and cell phone number must be entered.

SECTION B - CONTACT INFORMATION			
1. Contact Name	<input type="text"/>	2. Firm Name	<input type="text"/>
3. Address	<input type="text" value="59 Maiden"/>		
City	<input type="text" value="NY"/>	State	<input type="text" value="NY"/>
		Zip	<input type="text"/>
4. Cell Phone# (555)555-5555	<input type="text"/>	5. Alternate Phone# (555)555-5555	<input type="text"/>
6. E-mail Address	<input type="text" value="dddd@d.com"/>		

Next:

**Tax class 1** filers proceed to **Section S - Storefront Registry for Designated Tax Class 1** to file your storefront information.

**Tax class 2 and 4** filers proceed to file your income and expense statement or exclusion before proceeding to **Section S - Storefront Registry for Tax Class 2 & 4**.



# Section S - Storefront Registry for Designated Tax Class 1

## Are you a designated tax class 1 property?

To see if your property is a designated tax class 1, refer to the list found at [www.nyc.gov/storefrontregistry](http://www.nyc.gov/storefrontregistry) and select the section "Tax Class One Properties." Properties on the list are tax class 1 mixed use buildings located in a commercial area. If your property is on the list, you may need to file.

## Do you have to file?

You will need to file if the ground-floor or second-floor storefront space was vacant or owner-occupied for any amount of time in the 12 months before January 1 of the current calendar year. If you leased to one or more tenants for the entire 12 months before January 1, you do not need to file.

If you need further information, please call 311 or contact us at [rpie@finance.nyc.gov](mailto:rpie@finance.nyc.gov).

## How to File

### Enter Storefronts

1. Start by entering the total number of ground-floor and second-floor retail storefronts.



The screenshot shows a web interface for the storefront registry. At the top, there are four buttons: "Print Preview", "End Session", "Certification Page", and "<< Back Next >>". Below these is a header bar with the text "SECTION S - STOREFRONT REGISTRY / Storefront Information". The main content area contains the question "How many total ground-floor and second-floor retail storefronts are on the premises?" followed by a text input field. A red arrow points from the instruction in the list above to the input field.

**Note:** If you do not have any retail storefronts to report, enter 0 above and then select **Certification Page** or **Next** at the top of the screen to complete your filing.

2. Enter the contact information for this storefront or check the box to use the same contact information that you entered for the entire filing in **Section B – Contact Information**.

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name

Email Address

Primary Mobile Phone #  
(999) 999-9999

Alternative Phone #  
(999) 999-9999 *optional*

3. Enter the mailing address (street number and name) for the storefront.  
Note that the system will default to the property address if you leave this blank.

**Enter address for this storefront if different from building address:**

Street #

Street Name

- Select the entrance description for the storefront and enter the total floor size\* in whole numbers.

Select Storefront Description:

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet

Add Storefront

\*Floor Size is the total area in square feet of the unit that the tenant occupies to conduct their daily business, plus the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.

- Once you have completed steps 1 through 3, select Add Storefront.

Select Storefront Description:

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet

Add Storefront

**If you have only 1 storefront:** Proceed to the next step to add or update occupants for this storefront.

**If you have another storefront:** Repeat steps 1 through 4 to add the second storefront.

- To add the required information for a unit, start by clicking the Add or Update in the Occupancy Action column.

Print Preview End Session Certification Page << Back Next >>

**SECTION 5 - STOREFRONT REGISTRY / Storefront Information** How many total ground-floor and second-floor retail storefronts are on the premises?

Storefront # 2 Please add more storefronts

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name  Email Address   
 Primary Mobile Phone #  Alternative Phone #   
(999) 999-9999 (999) 999-9999 optional

**Enter address for this storefront if different from building address:**

Street #  Street Name

**Select Storefront Description:**

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet

Add Storefront

Storefront Action	Storefront #	Address	Storefront Description	Floor size in square feet	Number of Occupancies	Occupancy Action
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	89-04 NORTHERN BOULEVARD	1	250	00	<input type="button" value="Add or Update"/>

## Enter Occupants for Class One

Follow the lines on the screen and enter all information requested.

1. **Line 1:** Was the storefront leased to any tenant for the entire 12 months before January 1? Yes\_\_\_\_No \_\_\_\_

This includes leasing to one or more tenants for the entire 12 months. If you enter Yes, you do not need to file a Storefront Registry statement. If you entered No, proceed to the next question in line 2. Note: If the storefront is or was owner-occupied during the prior year, this does not satisfy the definition of being leased to a commercial tenant for this question; if the storefront is owner-occupied or vacant you should enter No to this question.

2. **Line 2:** Was this storefront leased to a tenant for any time in the three years before January 1 of the current calendar year?
  - **Yes**, the screen form will proceed with **line 3**.
  - **No**, the screen form will proceed to the next section, **Enter Additional Owner Questions**.

3. **Line 3:** Enter the expiration date for the most recent lease.

4. **Line 4:** Select the primary business activity from the drop-down menu; see Appendix A for descriptions.

5. **Line 5:** Enter the average monthly rent per rentable square foot (PSF) received for this lease up to a maximum value of \$10,000. To calculate this figure:

1. **Calculate** the Average Monthly Rent by dividing the total amount that was charged for the premises during the reporting period (e.g., 1/1/2019 through 12/31/2019) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for 10 months of 2020 and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$6,000.
2. **Determine** the storefront's 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.
3. **Divide** Average Monthly Rent by Rentable Square Footage. Round to the nearest integer. Enter this number.

- Line 6:** Has storefront undergone construction or alteration during the three years preceding January 1 of the current calendar year?

If you enter Yes, enter the Project Start Date and Project End Date (Actual or Expected) for up to three different projects you may have undertaken in the last three years.

- Line 7:** Is the storefront available to lease at the time of this filing?
- Click the **Add Occupancy** button and then click **Back to Storefront Information** at the bottom of the screen. If you have a second storefront to update, return to Step 6 under **Enter Storefronts** and follow instructions to add an occupant to the storefront.

### Enter Additional Owner Questions

Follow the lines on the screen and enter all information requested.

- Line 1:** Was this storefront occupied by an owner for any time in the three years before January 1 of the current calendar year?

If yes, enter the following:

- Last date the owner occupied this storefront
- Primary Business Activity from the drop-down menu; see Appendix A for descriptions

- Line 2:** Has storefront undergone construction or alteration during the three years preceding January 1 of the current calendar year?

If you enter Yes, enter Project Start Date and Project End Date (Actual or Expected) for up to three different projects you may have undertaken in the last three years.

- Click the **Add Occupancy** button and then click **Back to Storefront Information** at the bottom of the screen. If you have a second unit to update, return to Step 6 under **Enter Storefronts** and follow instructions to add an occupant in the storefront.

### Certify and Submit Your Registry Statement

When entry of each storefront's occupancy information is complete, select the **Certification Page** button at the top of the Unit Information screen and follow the instructions to complete your filing.

## Section S - Storefront Registry for Tax Class 2 & 4

### Entering Storefronts

1. Enter a number between 0 and 200 for the total ground-floor and second-floor retail storefronts.

Print Preview	End Session	Certification Page	<< Back	Next >>
SECTION S - STOREFRONT REGISTRY / Storefront Information		How many total ground-floor and second-floor retail storefronts are on the premises? <input type="text"/>		

- If you do not have any retail storefronts to report, enter 0, select **Certification Page** or **Next** at the top of the screen to complete your filing, or select **Back** to return to your Income and Expense sections and review or modify your filing.
  - If you entered one or more, proceed to step 2.
2. Enter the contact information for this storefront or check the box to use the same contact information that you entered for the entire filing in **Section B – Contact Information**.
  3. Enter the storefront’s mailing address (street number and street) if the storefront address is different from the property address. If you leave this blank, the system will default to the property address.
  4. Select the storefront’s entrance description.
  5. Enter the floor space in square feet for this storefront.

Note: Enter a whole number for the total area in square feet of the retail storefront that is vacant or that a tenant or owner occupies and uses to conduct daily business. This includes the pro-rata share of any common areas defined in the terms of a lease agreement.

6. Select the Add Storefront button after all information is entered for this storefront on this screen.

Print Preview End Session Certification Page << Back Next >>

**SECTION 5 - STOREFRONT REGISTRY / Storefront Information** How many total ground-floor and second-floor retail storefronts are on the premises? 1

**Storefront # 1** Please enter number of storefronts and related information

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name: John Doe Email Address: John@email.com  
 Primary Mobile Phone #: (999) 999-9999 Alternative Phone #: (999) 999-9999 optional

**Enter address for this storefront if different from building address:**

Street #: Street Name:

**Select Storefront Description:**

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet: 113146 Add Storefront

Storefront Action	Storefront #	Address	Storefront Description	Floor size in square feet	Number of Occupancies	Occupancy Action
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Repeat steps 2 through 5 until the number of units added equals the number of units you entered in step 1.

### Entering Storefront Occupants

1. Starting with the first storefront, select the Add or Update button in the Occupancy Action column to begin adding new occupants or reviewing previously entered occupants.

Print Preview End Session Certification Page << Back Next >>

**SECTION 5 - STOREFRONT REGISTRY / Storefront Information** How many total ground-floor and second-floor retail storefronts are on the premises? 1

**Storefront # 2** Storefront successfully added. Total storefronts reached.

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name: Email Address:  
 Primary Mobile Phone #: (999) 999-9999 Alternative Phone #: (999) 999-9999 optional

**Enter address for this storefront if different from building address:**

Street #: Street Name:

**Select Storefront Description:**

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet: Add Storefront

Storefront Action	Storefront #	Address	Storefront Description	Floor size in square feet	Number of Occupancies	Occupancy Action
Edit Delete	1	33-26 VERNON BOULEVARD	1	113,146	00	Add or Update

2. Choose Occupant Type: Owner, Tenant, or Vacant.

SECTION 5 - STOREFRONT REGISTRY/Occupancy Information

Storefront # 1 Please select Occupant Type

Occupant # 1

Select Occupant Type

Owner  Tenant  Vacant

Occupancy Start Date (MM/DD/YYYY)

Occupancy End Date (MM/DD/YYYY)

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date
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3. Enter the start and end dates for that occupant.

SECTION 5 - STOREFRONT REGISTRY/Occupancy Information

Storefront # 1 Please select Occupant Type

Occupant # 1

Select Occupant Type

Owner  Tenant  Vacant

Occupancy Start Date (MM/DD/YYYY)

Occupancy End Date (MM/DD/YYYY)

- a. For **owner**, the start date is the first day that the owner occupied the space and the end date is the last day the owner occupied the space. Proceed to the next step.
- b. For **tenant**, enter the start and end dates in the lease. Proceed to the next step.
- c. For **vacant**, the start date is the first day the space became vacant and the end date is the last day the unit was vacant. Proceed to add the vacant period.

For each storefront, all occupancies entered should cover the entire 12-month period being reported from the earliest start date to the latest end date, (e.g., RPIE-2019 reporting period was 1/1/2019 through 12/31/2019). While recommended, you do not need to enter occupants in chronological order; the system will automatically sort occupants in the storefronts from earliest to latest. Tenants are the only occupancy with an end date that can extend beyond the end of the reporting period on December 31, as governed by the lease agreement.



## Owner or Tenant Occupancies

1. Select the Primary Business Activity from the dropdown menu; see Appendix A for descriptions.

**Business Information:**

1. Primary Business Activity If you selected Other, enter more information here:

Business name

For tenants or owners operating a retail storefront, enter the Business Name that is typically displayed on the storefront signage (e.g.; Starbuck’s or NY Hair Styling). If the storefront is vacant or owner-occupied and not operating as a retail storefront, this field can be left blank.

2. Enter occupant lease information lines 2 through 6 for the tenant only; for the owner, enter only line 2:

**Occupant Lease Information :**

2. Average monthly rent PSF for the entire period

3. Existing Lease Concessions

N/A or None

Number of Months Rent-Free

Reduced Starting Rent or Rent Abatement Amount

Improvement or Cash Allowance Amount

Other

4. Is the tenant’s rent scheduled to increase this year?  Yes  No

5. Do the tenant’s lease terms provide scheduled rent increases after this year?  Yes  No

6. Was the storefront occupied by the tenant and open for business as of 12/31?  Yes  No

- i. **Line 2** - the average monthly rent per square foot for the period.
  - For owner, enter 0.
  - For tenant, calculate average monthly rent per square foot as follows:
    - a. **Average monthly rent** - Calculate the average monthly rent by dividing the total amount that was charged for the premises during the reporting period (e.g., 1/1/2020 through 12/31/2020) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for the entire 12 months of 2020 and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$5,000.
    - b. **Rentable square footage** is the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business **plus** the tenant’s pro-rata share of any common areas, as defined in the terms of the lease agreement.
    - c. **Average monthly rent per rentable square foot** is the result of Average Monthly Rent divided by Rentable Square Footage, rounded to whole dollars. **Enter this number.** Note: The system will only accept values of up to \$10,000 per square foot per

- month.
- ii. **Line 3** – for tenant only, select one of the following lease concessions:
    - N/A or none
    - Free rent with entered # of months
    - Reduced starting rent or rent abatement with entered \$s
    - Improvement or cash allowance with entered \$s
    - Other (if selected, you will be prompted to enter a description of the concession)
  - iii. **Line 4** – for tenant only, answer Yes or No
  - iv. **Line 5** – for tenant only, answer Yes or No
  - v. **Line 6** – for tenant only, answer Yes if the storefront was occupied by this tenant on 12/31 and open for business, otherwise answer No.

Once all information for the owner or tenant occupant is entered above, select **Add Occupancy**. If this occupancy does not cover the entire reporting period from January 1 through December 31, please return to Step 2 to add more occupants for this unit.

## Vacant Periods in a Unit

**SECTION 5 - STOREFRONT REGISTRY/Occupancy Information**

Storefront # 1 Please select Occupant Type

<b>Occupant # 1</b>	<b>Select Occupant Type</b>	
	<input type="radio"/> Owner	<input type="radio"/> Tenant
	<input checked="" type="radio"/> Vacant	

---

<b>Occupancy Start Date</b> <small>(MM/DD/YYYY)</small>	<b>Occupancy End Date</b> <small>(MM/DD/YYYY)</small>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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Average monthly rent PSF under the most recent lease for this storefront

**Construction or alteration information:**

Was the storefront under construction or alteration during the period entered?  Yes  No

If "Yes":

1. DOB Job Number	<input style="width: 100%;" type="text"/>	
Project Start Date (MM/DD/YYYY)	<input style="width: 100%;" type="text"/>	Actual/Expected Project End Date (MM/DD/YYYY) <input style="width: 100%;" type="text"/>

To add another job number check here:

### 1. Enter all information requested:

#### i. Average monthly rent per square foot under the most recent lease

- Calculate average monthly rent per square foot as follows:
  - a. **Average monthly rent** is the total amount that was charged for the premises under the most recent lease agreement divided by the number of months that the premises were leased in the reporting period, which is not to exceed 12 months. For example, if the tenant occupied the unit for an entire 12 months and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$5,000.
  - b. **Rentable square footage** is the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business plus the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.
  - c. **Average monthly rent per rentable square foot** is the result of Average Monthly Rent divided by Rentable Square Footage, rounded to whole dollars. **Enter this number.**
  - d. **Note:** If the storefront has not been occupied by a tenant subject to a lease under your ownership, enter 0.

- ii. Select Yes or No to the question “Was the storefront under construction or alteration during the period entered?” If Yes, enter up to 10 Department of Buildings (DOB) Job Numbers, the Project Start Date, and the actual or expected Project End Date. Note: Project dates must overlap the start and end date of the vacant period.

Once all information for this vacant period is entered, select **Add Occupancy**. If this occupancy does not cover the entire reporting period from January 1 through December 31, please return to Step 2 to add more occupants for this unit.

Enter additional occupants until all occupants for a storefront are entered and the earliest start date and latest end date covers the entire filing period from January 1 through December 31.

If the system detects any gap in start and end dates for occupants in this storefront, it will highlight the dates where a gap exists.

**SECTION 5 - STOREFRONT REGISTRY/Occupancy Information**

Storefront # 1 Occupant added. More occupancies must be entered to cover the reporting period for this storefront.

Occupant # 3 **Select Occupant Type**

Owner  Tenant  Vacant

**Occupancy Start Date**  
(MM/DD/YYYY)

**Occupancy End Date**  
(MM/DD/YYYY)

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Tenant	N/A	02/01/1996	01/31/2020
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	Vacant	N/A	03/01/2020	12/31/2020

Once all occupants are entered for the unit you are working on, select the **Back to Storefront Information** button at the bottom of the screen. Repeat, beginning with step 1 of Entering Storefront Information, then go to the next unit and click the **Add or Update Occupancy** button. Then repeat the procedure for Entering Storefront Occupants to add all occupants. Repeat this process until all units have occupant information covering the reporting period from January 1 through December 31.

Once done, select the **Certification Page** button and follow the instructions to file your statement.

**Note:** If your property is subject to a fee for this submission, a notice will be sent to the address on file with instructions on how to pay. Properties that will not be charged a fee include designated tax class 1, not-for-profit organizations that are fully exempt from property taxation under section 420-a or 420-b of the Real Property Tax Law, and any property owned by a federal, state, or local government agency.

## Additional Information About Adding or Reviewing Occupancies

Whether you are starting a new filing or using last year's information for this year's filing, the application uses messages, colors, and highlights to let you know if you need to review or correct any information that was entered.

1. The system will use red in the number of occupancies in a storefront if additional occupancy information is required. Select Add or Update in the Occupancy Action column to go to the occupancy screens for this storefront, see Step 2.

**SECTION 5 - STOREFRONT REGISTRY / Storefront Information**

How many total ground-floor and second-floor retail storefronts are on the premises?

**Storefront # 3** **Press Next to continue**

**Enter Contact Information:**

Use the contact information found in Section B

Contact Name  Email Address

Primary Mobile Phone #  Alternative Phone #

(999) 999-9999 (999) 999-9999 optional

**Enter address for this storefront if different from building address:**

Street #  Street Name

**Select Storefront Description:**

1.  Ground-floor storefront with street entrance  
 2.  Ground-floor storefront with interior entrance  
 3.  Second-floor storefront with street entrance  
 4.  Second-floor storefront with interior entrance

Enter storefront's total floor size in square feet  Add Storefront

Storefront Action	Storefront #	Address	Storefront Description	Floor size in square feet	Number of Occupancies	Occupancy Action
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	236 WEST 78 STREET	1	1,642	01	<input type="button" value="Add or Update"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	236 WEST 78 STREET	3	1,642	01	<input type="button" value="Add or Update"/>

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2. The system will identify which occupancy requires further attention by highlighting in yellow the occupancy start and end dates. Select the edit button to update occupancy or the delete button if you do not wish to keep that occupant on file.

**SECTION 5 - STOREFRONT REGISTRY / Occupancy Information**

**Storefront # 1** **Please Add/Edit occupants**

**Occupant # 2**

**Select Occupant Type**

Owner  Tenant  Vacant

**Occupancy Start Date**  **Occupancy End Date**

(MM/DD/YYYY) (MM/DD/YYYY)

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Tenant	N/A	01/01/1983	01/01/2021

3. When finished with an occupancy, be sure to select the update occupancy button to save the information you entered for this occupancy.

**SECTION 5 - STOREFRONT REGISTRY/Occupancy Information**

Storefront # 1 Please make adjustments

Occupant # 1

Select Occupant Type

Owner  Tenant  Vacant

---

Occupancy Start Date (MM/DD/YYYY)  Occupancy End Date (MM/DD/YYYY)

**Business Information:**

1. Primary Business Activity: ACCOUNTING SERVICES (dropdown) If you selected Other, enter more information here:

Business name: Exemplary CPAs (text input)

**Occupant Lease Information :**

2. Average monthly rent PSF for the entire period:

3. Existing Lease Concessions

N/A or None

Number of Months Rent-Free:

Reduced Starting Rent or Rent Abatement Amount:

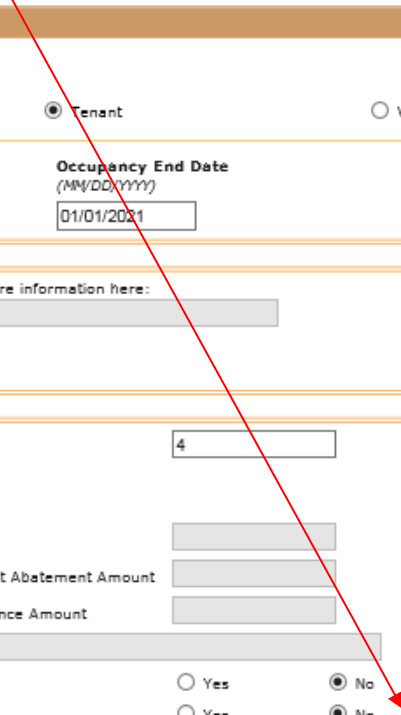
Improvement or Cash Allowance Amount:

Other:

4. Is the tenant's rent scheduled to increase this year?  Yes  No

5. Do the tenant's lease terms provide scheduled rent increases after this year?  Yes  No

6. Was the storefront occupied by the tenant and open for business as of 12/31?  Yes  No



Whether you are updating existing occupancies or adding new occupancies in a storefront, once you select update occupancy the messaging at the top of the screen will let you know if you are done or you need to do more.

SECTION S - STOREFRONT REGISTRY/Occupancy Information

Storefront # 1 **Entire reporting period entered. No other occupants are required for this storefront.**

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Tenant	N/A	01/01/1991	12/31/2020

<< Back to Storefront Information

The following messages may be seen:

- Occupant added: More occupancies must be entered to cover the reporting period for this storefront.
- Occupant updated: More occupancies must be entered to cover the reporting period for this storefront.
- Occupant deleted: More occupancies must be entered to cover the reporting period for this storefront.
- Occupant deleted: Review remaining occupancies.

If no further actions are needed, the following message may be seen:

- Entire reporting period entered. No other occupants are required for this storefront.



## Error and Warning Messages

### Errors

1. “At least one project must be entered.” Correction: you must enter project information if you answered Yes that the storefront was under construction or alteration. Otherwise enter No.
2. Enter a 10-digit phone number beginning with the area code, with no spaces (e.g., 2122919999).
3. Enter a valid date.
4. Enter a valid email address (e.g., somebody@somewhere.com).
5. “Improvement or Cash Allowance Amount must be entered.” Correction: If you selected “Improvement or Cash Allowance Amount” as a lease concession, you must enter the dollar amount for this concession.
6. The last date the owner occupied the space must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
7. The lease date must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
8. “No Storefront Description entered.” Correction: Select one of the four options available for storefront description.
9. “Number of Months Rent-Free cannot be zero” or “Number of Months Rent-Free must be entered.” Correction: You must enter a number that is greater than 0 if you selected “Number of Months Rent-Free” as a lease concession.
10. Number of Months Rent-Free cannot be more than the lease period.
11. Occupancy Start Date must be a valid date.
12. Occupancy End Date must be a valid date.
13. Occupancy End Date must be later than Occupancy Start Date.
14. “For tax class 2 and 4 properties, occupancy dates must overlap the filing period.” Correction: Fix the start or end date, or both. The start date for occupancy must be before or during the reporting period (January 1 through December 31 of the calendar year for reporting) and the end date must be during or after the reporting period for January 1 through December 31 of the calendar year for reporting.
15. “Other cannot be blank.” Correction: You must enter a brief description if you selected Other as a lease concession.
16. Please check your DOB job number. BIS jobs are 9 numbers starting with 1 through 5 (for example 201234567). DOB NOW jobs are a letter followed by 8 numbers (for example M01234567).

17. Please enter the storefront's total floor size in square feet.
18. Project dates must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
19. Project dates must overlap the vacancy period.
20. The project end date must be later than the project start date.
21. The name of the business operating in this storefront is required.
22. Please enter a value between 0 and 10,000.
23. "Reduced Starting Rent or Rent Abatement Amount must be entered" or "Starting Rent or Rent Abatement Amount cannot be zero." Correction: You must enter a dollar amount greater than 0 if you selected "Reduced Starting Rent or Rent Abatement Amount" as a lease concession.
24. To continue, select Yes if the tenant's rent scheduled to increase this year, otherwise select No.
25. To continue, select Yes if tenant's lease terms provide scheduled rent increases after this year, otherwise select No.
26. To continue, please select Yes if the storefront was occupied by the tenant and open for business on 12/31, otherwise select No if the storefront was leased to a tenant and not occupied or not open for business as of 12/31.
27. To continue, select Yes if storefront was under construction or alteration. Otherwise, select No.
28. Total ground-floor and second-floor retail storefronts cannot be blank.
29. "Storefront count cannot be less than the number of units you have entered." Correction: You are trying to enter a number in Unit Count that is lower than the number of units you have already entered. If you are sure you want to do this, you must delete one or more units to match the new count. First select Delete under the Unit Action column on the unit or units you wish to delete. You can reduce the unit count once you have successfully deleted the number of units you need to delete.
30. Storefront count cannot be more than 2. (Tax class 1 only.)
31. Storefront count cannot be more than 200. (Tax classes 2 and 4 only.)
32. You have reached the maximum number of storefronts allowed.
33. "You selected Owner. You will lose any lease information you have entered." Correction: You are changing the Occupancy Type for an occupant you have entered. If you are sure you want to do this, any information you entered previously for this occupant will not be saved. If you did not intend to change the type of occupancy, select Cancel so the information you previously entered will not be lost.

## Warnings

1. All requested data is not entered. Click OK to continue or CANCEL to return.
2. Are you sure you want to delete this occupant? Click OK to continue or CANCEL to return.
3. Are you sure you want to delete this storefront? Click OK to continue or CANCEL to return.
4. Start and end date for occupant types in this storefront do not cover the reporting period, January 1 through December 31. Click OK to continue or CANCEL to return.
5. You cannot have gaps in occupancy start and end dates for this storefront. Click OK to continue or CANCEL to return.
6. You entered 0 for total retail storefronts. Any storefront information that was entered will be lost. Click OK to continue or CANCEL to return.
7. You entered 0 for total ground-floor and second-floor retail storefronts. Click OK to continue or CANCEL to return.
8. You have not saved your changes for storefront #n. Click OK to continue or CANCEL to return.
9. You selected No. You will lose any project information that was entered. Click OK to continue or CANCEL to return. You cannot have overlapping occupancy start and end dates for this storefront. Click OK to continue or CANCEL to return.
10. You are missing storefront information. The count is higher than the number of storefronts with information entered. Click OK to continue or CANCEL to return.
11. You are missing occupant information for storefront #. Click OK to continue or CANCEL to return.
12. Storefront count cannot be less than the number of storefronts you have entered. Click OK to continue or CANCEL to return.
13. You must update your storefront registration. Click OK to continue to certify your filing or select CANCEL to choose Modify and go to Storefront Registry.
14. There is a tenant on 12/31, edit Occ#n to select Yes if the storefront was occupied by the tenant and open for business as of 12/31, otherwise select No if the storefront was leased to a tenant and not open for business as of 12/31. Click OK to continue or CANCEL to return.

## Appendix A – Primary Business Activity & Decodes (Alphabetic Order)

#	Primary Business Activity	Description
1	ACCOUNTING SERVICES	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
2	BROADCASTING/TELECOM	Broadcasting (except Internet)
3	EDUCATIONAL SERVICES	Educational Services
4	FINANCE & INSURANCE	Finance and Insurance
5	FOOD SERVICES	Food Services and Drinking Places
6	HEALTH CARE or SOCIAL ASSISTANCE	Health Care and Social Assistance
7	INFORMATION SERVICES	All Other Information Services
8	LEGAL SERVICES	Legal Services
9	MANUFACTURING	Manufacturing
10	MISCELLANEOUS OTHER SERVICE <sup>(1)</sup>	Accommodation and Food Services
11	MOVIES/VIDEO/SOUND	Motion Picture and Sound Recording Industries
12	OTHER <sup>(1)</sup>	Unable to Classify
13	PUBLISHING	Publishing Industries (except Internet)
14	REAL ESTATE	Real Estate and Rental and Leasing
15	RETAIL	Retail Trade
16	WHOLESALE	Wholesale

**(1)** When 10 “MISCELLANEOUS OTHER SERVICE” or 12 “OTHER” is selected, a text field will be open to allow user to enter a value, max characters is 60. Entry of additional info is optional.