

Supplemental Storefront Registration, Due February 15: Quick Reference Guide

You should file a Supplemental Storefront Registration by February 15 if the following statements are true:

- ✓ You own a tax class 2 or 4 property with ground- or second-floor commercial space that is or can be used for retail.
- ✓ Any of the storefronts on your property are vacant as of December 31.

If all of the registered storefronts for your property are leased as of December 31, you do not have to file a Supplemental Storefront Registration.

How to start a new Supplemental Storefront Registration that is due on February 15:

1. Visit www.nyc.gov/rpieform.
2. Select "Supplemental Storefront Registration (2023)."
3. Enter your borough-block-lot number and select "Start a New Supplemental Storefront Registration for December 31, 2023."
4. Enter a password that is at least 13 characters long and contains at least one letter, one number, and one of the following special characters: !, @, \$, %, &, *. Your password cannot contain any spaces. Please retain this password if you need to amend or save your filing for completion later.

5. Enter the requested contact information and click
6. Enter the total number of storefronts on the property that were vacant on December 31.

How many **vacant storefronts** are you reporting?

7. For each vacant storefront:
 - a. Enter the address, if it is different from the property address.

Enter address for this storefront if different from building address:

Street #

Street Name

- b. Choose a storefront description and enter the floor area of the storefront in square feet.

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 (whole number from 10 to 9999999)

- c. Enter information about the last tenant to lease the storefront.

Enter information for last tenant in this storefront:

Enter date that the last lease ended if any (MM/DD/YYYY)

Enter primary business activity for the last tenant who occupied this space if any

If you selected Other, enter more information here

- d. Click and repeat steps 7a through 7c until you have entered information for the total number of storefronts you entered in step 6.
8. When all vacant storefronts on the property are reported, click

If you log out before you submit your filing, the system will save the information you have entered. To make changes to a saved form, enter the property's borough-block-lot number and the password you created, select "Continue a Saved Supplemental Storefront Registration for December 31, 2023" and make any additional changes or submit your filing.

How to Amend a Previously Filed Supplemental Storefront Registration:

1. Return to www.nyc.gov/rpieform.
2. Select "Supplemental Storefront Registration (2023)."
3. Enter your borough-block-lot number and select "Amend a Previously Filed Supplemental Storefront Registration for December 31, 2023."
4. Enter the password you created to file your Supplemental Storefront Registration.
5. Update any information in your filing.

- a. To update information for a storefront reported vacant, click

When complete, click to save your updates

- b. To delete any storefronts reported vacant, click

Note that if you delete any storefronts reported as vacant here, you must also update the number of vacant storefronts you are reporting to match.

How many **vacant storefronts** are you reporting?

6. When all necessary updates have been entered, click