

Supplemental Storefront Registration Quick Reference Guide

The Supplemental Storefront Registration is used to report vacant storefronts as of June 30 and December 31 each year. These filing requirements apply to owners of class two and four properties with ground-floor or second-floor storefronts. If none of the storefronts on your property are vacant on the reporting dates, you do not need to file the Supplemental Storefront Registration.

Owners of designated class one properties are not required to file a Supplemental Storefront Registration.

The deadlines to file the Supplemental Storefront Registrations are:

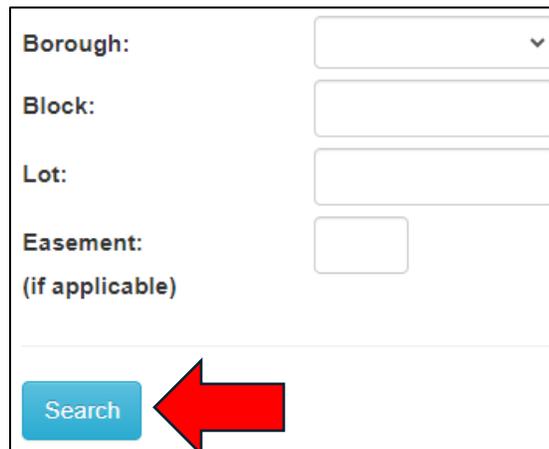
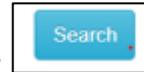
- August 15 to report storefronts vacant as of June 30.
- February 15 of the following year to report storefronts vacant as of December 31.

To Begin

1. You will need an NYC.ID account to access this system. If you do not have an account, you can [create one](#) for free.
2. Select the registration statement that corresponds to the current filing period:
 - In July, proceed to [Supplemental Storefront Registration Due August 15](#).
 - In January, proceed to [Supplemental Storefront Registration Due August 15](#).
3. Select  .

4. Log in using your NYC.ID account.

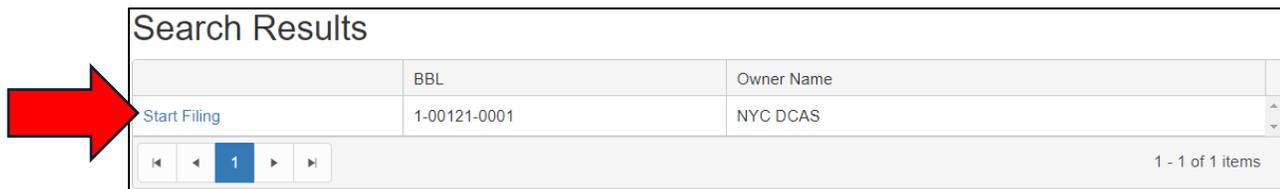
5. Enter your borough, block, and lot (BBL) number and select

A search form with four input fields: "Borough:" (a dropdown menu), "Block:" (a text box), "Lot:" (a text box), and "Easement: (if applicable)" (a text box). Below the fields is a blue "Search" button with a red arrow pointing to it from the right.

6. In the Search Results below, select

[Start Filing](#)

next to your property.

A table titled "Search Results" with three columns: "Start Filing", "BBL", and "Owner Name". The first row contains the text "Start Filing", "1-00121-0001", and "NYC DCAS". A red arrow points to the "Start Filing" link. Below the table is a pagination bar with "1" highlighted and "1 - 1 of 1 items" on the right.

	BBL	Owner Name
Start Filing	1-00121-0001	NYC DCAS

7. Review the Verify Parcel Information screen to be sure that you are filing for the correct property. Then, select

[Next](#)

to continue to Filer Information.

Parcel Information Filer Information Unit 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

1-00121-0001 ✓

Property Address

1 CENTRE STREET

Owner

NYC DCAS

1 CENTRE ST

RM 2000N

NEW YORK NY 10007-1604

Cancel Filing Next

8. Enter all Filer Information and select  to continue to Storefront Unit Information.

Parcel Information **Filer Information** Unit Information Submit

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

Filer Information

Owner/Filer Information

Owner's Name: NYC DCAS

Filer's Name: *

Filer's Relationship to the Property: *

Cell Phone: (###) ###-#### *

Email: *

Does this property have any vacant storefronts as of June 30, 2024? *

Previous Cancel Filing Next

9. Enter Storefront Unit Information for Storefront #1.

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) *

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

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

Please note that the last lease end date entered must be on or before June 30 of the same calendar year for a Supplemental Storefront Registration due August 15 and December 31 of the prior year for a Supplemental Storefront Registration due February 15.

If there was never a lease agreement before the vacancy, leave this field blank.

10. To enter more storefronts, select the  button.

Storefront Unit Information

Please provide storefront information for all **vacant** ground-floor and second-floor storefronts on the premises as of **Jun 30**, .



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

1 - 2 of 2 items

11. To toggle between storefronts, select the storefront row on the table at the top of the screen.

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

12. When all information has been entered for each storefront, select  .

13. You can review all information you entered before you submit your filing by returning to each tab to check your entries or by selecting  to review a printed copy.

14. When you are ready to submit your filing, select  . You will be asked to confirm that you want to submit the filing. Select “Yes.” A confirmation email will be sent to the email address that you provided in the Filer Information section.

To Revise a Supplemental Storefront Filing You Submitted

You can always correct a filing you have submitted.

Return to the steps above [To File](#). When you [Begin Filing](#) for a property you have already filed, you will 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, and Add or Modify a Storefront Unit entry. 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.