

**Instructions for
Application for Certification of Eligibility for
Tax Exemption Pursuant to Real Property Tax Law 485-x
"Affordable Neighborhoods for New Yorkers" or "ANNY" — Affordability Options A & B**

Applicants are required to complete the Application for Certification of Eligibility for the Affordable Neighborhoods for New Yorkers program for submission to the Department of Housing Preservation and Development (HPD).

Applicants:

- Complete application pages 2-6.
- Applicant or Applicant's authorized signatory must review and execute the Owner's Affidavit on pages 7-8.
- For the purposes of electronic submission to HPD, Owner's Affidavit must have digital signature of the authorized signatory applied.
 - Owner's Affidavit must also be printed, signed & notarized, and mailed to HPD at the following address:
 - Attn: Division of Housing Incentives
Re: 485-x Application [Docket #]
Department of Housing Preservation and Development
100 Gold Street, Room 8C-09
New York, N.Y. 10038
- Once digital signature is applied to page 8, the information entered on the previous application pages can no longer be modified.

Architects/Professional Engineers:

- Complete application pages 9-11.
- After these pages are completed, apply digital professional seal and digital signature to each page.
- Once digital signature is applied to page 11, the information entered on pages 9-11 can no longer be modified.

Submission:

- Submit the requisite Application fee as further described on page 2.
- Submit the entire electronic Application to HPD at [485-x_ANNY@hpd.nyc.gov]
- Mail the executed Owner's Affidavit to HPD as described above.

Procedure:

- Upon receipt of a complete electronic Application and corresponding fee, HPD will generate a Receipt of Application for the Applicant and/or their authorized filing representative.
- HPD will further contact these parties for additional information and subsequent procedural steps, as necessary.

**Application for Certification of Eligibility for
Tax Exemption Pursuant to Real Property Tax Law 485-x**

"Affordable Neighborhoods for New Yorkers" or "ANNY" — Affordability Options A & B

This Application must be accompanied by a fee in the amount of \$3,000 per dwelling unit (DU) [projects with 6-11 units], \$4,000 per DU [projects w/ 12-99 units], or \$5,000 per DU [projects w/ 100+ units], less any fees paid at Workbook submission. The fee must be sent by wire or automatic clearinghouse (ACH) transfer to the following account of the City of New York: Bank of America account no. 004832041945; for a wire transfer, use routing no. 026009593 or for an ACH transfer, use routing no. 021000322. In order to properly credit your wire or ACH payment, include the Docket sequence indicated below in the "comments" or "remarks" field of the transfer. Capitalized terms not specifically defined herein shall have the meaning set forth in RPTL 485-x and Chapter 63 of Title 28 of the Rules of the City of New York ("485-x Rules").

[Applications must be filed no later than one \(1\) year after the Completion Date.](#)

Section 1 - Owner Information

Applicant:	Ownership Interest:
Business Address:	
Telephone:	
Email:	
Applicant Type:	
Authorized Signatory:	Authorized Signatory Title/Role:

Section 2 - Filing Representative Information

Company:
Primary Contact Name:
Business Address:
Primary Telephone:
Primary Email:

Section 3 - Location Information

Total Project Buildings:

Total Project Units:

Building 1:

Borough:	485-x Docket:
Address:	485-x Affordability Option:
Tax Block:	Workbook Approval Date:
Tax Lot(s):	Wage Zone:
Commencement Date:	Former Tax Lot(s)*(if any):
Completion Date:	DOB BIN:
	DOB Permit:
485-x(3)(a) Wage**:	
485-x(3)(b) or (c) Wage**:	

*Submit applicable RP-602, RP-602-c or RP-604

**Requirements are for entire Eligible Site, as applicable.

Section 3 - Location Information Continued

Use this sheet only if there are multiple buildings in the Application

Building 2:

Borough:

Address:

Tax Block:

Tax Lot(s):

Former Tax Lot(s)*(if any):

Commencement Date:

DOB BIN:

Completion Date:

DOB Permit:

Building 3:

Borough:

Address:

Tax Block:

Tax Lot(s):

Former Tax Lot(s)*(if any):

Commencement Date:

DOB BIN:

Completion Date:

DOB Permit:

Building 4:

Borough:

Address:

Tax Block:

Tax Lot(s):

Former Tax Lot(s)*(if any):

Commencement Date:

DOB BIN:

Completion Date:

DOB Permit:

Building 5:

Borough:

Address:

Tax Block:

Tax Lot(s):

Former Tax Lot(s)*(if any):

Commencement Date:

DOB BIN:

Completion Date:

DOB Permit:

*Submit applicable RP-602, RP-602-c or RP-604

Section 4 -
Affordability
Requirement

Total Units:

10% AMI Units:

20% AMI Units:

30% AMI Units:

40% AMI Units:

50% AMI Units:

60% AMI Units:

70% AMI Units:

80% AMI Units:

90% AMI Units:

100% AMI Units:

Total Affordable Units:

Affordability Percentage:

More than 3 AMI Bands?

WAAMI (Enter from approved Workbook)

Section 5 - Other RPTL § 485-x Requirements

1. Will any part of this Eligible Site be used as a transient hotel, apartment hotel or single room occupancy?
2. Do all rental dwelling units in each Eligible Multiple Dwelling(s) share the same common entrances and Common Areas?
3. Do you understand that Affordable Housing Units cannot be rented to a corporation, partnership, or other entity?
4. Do you understand that Affordable Housing Units cannot be converted to condo/coop?
5. Are all Affordable Housing Units registered as rent stabilized with the New York State Division of Housing and Community Renewal?
6. Do you understand that the recorded restrictive declaration in compliance with RPTL 485-x must be executed by all parties in interest prior to the approval of this Application?
7. Did the applicant file with HPD a Workbook no earlier than six (6) months prior to, and no later than two (2) months after, the Completion Date for a Modest Rental Project containing ten (10) or fewer dwelling units, or no earlier than nine (9) months prior to, and no later than two (2) months after, the Completion Date for a Modest Rental Project containing eleven (11) to ninety-nine (99) dwelling units, or no earlier than twelve (12) months before, and no later than two (2) months after, the Completion Date for a Large Rental Project or Very Large Rental Project?*** *Your application must include a copy of the Notice of Intent to begin marketing as well as the RPTL 485-x unit mix and distribution approved by the Tax Incentives unit. [i.e. Workbook]*

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Section 5 - Other RPTL § 485-x Requirements Continued

8. Was the Applicant Registration Form submitted to HPD no later than six (6) months after the Commencement Date, or if the Commencement Date is prior to April 20, 2024, on or before December 14, 2024?	Yes	No
9. Were there any dwelling units on the land three (3) years prior to Commencement Date?	Yes	No
----- If YES, # demolished, removed, or reconfigured units:	-----	-----
----- If YES, does the new building contain one (1) Affordable Housing Unit for each dwelling unit demolished, removed or reconfigured?	Yes	No
10. Is the Rental Project being constructed with the substantial assistance of government grants, loans, or subsidies?	Yes	No N/A
11. Is the Rental Project subject to an Inclusionary Housing Agreement? If YES, please include a copy of the recorded agreement.	Yes	No
12. Will this Eligible Multiple Dwelling or any part of this Eligible Multiple Dwelling be receiving tax exemption or tax abatement under any other provision of state or local law?	Yes	No
13. For Option A Very Large and Large Rental Projects, was the applicable minimum wage set forth in RPTL 485-x(3)(a) paid to Construction Workers on the Eligible Site?	Yes	No N/A
----- If NO, is the Eligible Site subject to a Project Labor Agreement?	Yes	No
----- If NO, the is Eligible Site otherwise excluded under a collective bargaining agreement or a jobsite agreement that has expressly waived the provisions?	Yes	No
14. For Option A - Very Large Rental Projects, was the applicable minimum wage set forth in RPTL 485-x(3)(b) or (c) paid to Construction Workers on the Eligible Site?	Yes	No N/A
----- If NO, is the Eligible Site subject to a Project Labor Agreement?	Yes	No
----- If NO, is the Eligible Site otherwise excluded under a collective bargaining agreement or a jobsite agreement that has expressly waived the provisions?	Yes	No
15. Was the MWBE Participation Goal met on the Eligible Site?	Yes	No
----- If NO, were Reasonable Efforts made to meet the Participation Goal (at least 25% on Applicable Costs)? Are they explained in the accompanying MWBE Affidavit?	Yes	No

Section 5 - Other RPTL § 485-x Requirements Continued

16. Will all Building Service Employees at the Eligible Site receive the applicable prevailing wage for the Thirty-Five Year Benefit or the Forty Year Benefit, as applicable?	Yes No
----- If NO, does the Eligible Multiple Dwelling contain less than thirty (30) dwelling units?	----- Yes No
If NO, does the Eligible Multiple Dwelling contain only Affordable Housing Units at least fifty percent (50%) of which are affordable and restricted to occupancy by individuals or families whose household income does not exceed ninety percent (90%) of the Area Median Income, adjusted for family size, at the time that such household initially occupied such Affordable Housing Unit?	Yes No
<div style="text-align: center; padding: 100px 0;"> <p>Remainder of page is blank.</p> </div>	

Owner's Affidavit

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10. I understand that if the City of New York finds that the Application and/or supporting documents, including, but not limited to, where applicable, the RP-602 or RP-604 executed and approved by the Department of Finance, contain incorrect or misleading information of a substantial nature or have omitted information of a material nature, the Department of Housing Preservation and Development may initiate revocation proceedings pursuant to Chapter 39 of Title 28 of the Rules of the City of New York that might result in the revocation of the ANNY Program Benefits.

11. I make these statements to induce the Department of Housing Preservation and Development of the City of New York to grant ANNY Program Benefits pursuant to Section 485-x of the New York State Real Property Tax Law and the 485-x Rules.

12. I know that the Department of Housing Preservation and Development will rely on the veracity of these statements in granting the ANNY Program Benefits. I certify that the above statements are true and correct under penalty of perjury.

Signature

Authorized Signatory

Title

Applicant Entity

Sworn to me this day of

,
Notary Public or Commissioner
of Deeds

Certification of Commencement and Completion Dates

Docket #:

Address:

Borough:

Tax Block:

Tax Lots:

The Eligible Multiple Dwelling's Commencement Date and Completion Date are both very important for the implementation of ANNY Program Benefits. Such establish the Construction Period benefits and confirms that the Eligible Multiple Dwelling completed construction and is eligible for the 35- or 40-year post-construction ANNY Program Benefit. This certification must be completed by the project architect or professional engineer of record and submitted to HPD with the Application for a certificate of eligibility. RPTL 485-x requires the Eligible Multiple Dwelling to have a Commencement Date after 6/15/2022 and on or before 6/15/2034, and a Completion Date on or before 6/15/2038.

DOB BIN #	DOB Permit Sequence #	Date Issued	485-x Commencement Date

Certificate of Occupancy (CO) #	CO Type	Date Issued	CO Expiration Date

I, the undersigned architect or engineer for the project, hereby certify that I have listed (a) the date upon which the excavation and construction of initial footings and foundations lawfully began in good faith, or for an Eligible Conversion, the date upon which the actual construction, alteration or improvement of the pre-existing building or structure lawfully began in good faith, and (b) the first temporary or the permanent certificate of occupancy covering all residential areas of the building ("Certificate Of Occupancy"). In addition, I have also attached a copy of the Certificate of Occupancy. I am also attaching a copy of the temporary certificate of occupancy immediately preceding, if applicable, the Certificate of Occupancy.

Based on the attached documentation, the Completion Date is _____ which is the earlier of the date of issuance of the first TCO or the permanent Certificate of Occupancy covering all residential areas of the Eligible Multiple Dwelling.

I make this certification in support of the Application submitted to the Department of Housing Preservation and Development for a certificate of eligibility for ANNY Program Benefits.

Dated:

[Architect / Professional Engineer
Seal & Signature here]

Aggregate Floor Area¹ and Commercial, Community Facility & Accessory Use Area Report

Docket #:

Address:

Borough:

Tax Block:

Tax Lots:

I, the undersigned, hereby certify the following areas in the above premises are located and measure as follows:

The Aggregate Floor Area of the Eligible Multiple Dwelling(s) applying for ANNY Program Benefits is sq. ft.

List in the below two charts the Ineligible Spaces in the Eligible Multiple Dwelling(s) including the commercial, community facility and accessory use spaces, listed by house address & construction story. Use the second chart as needed.

Location(e.g. basement, cellar, 1st floor, etc.)	Area Description (commercial, community facility, etc.	Square Footage	Location(e.g. basement, cellar, 1st floor, etc.)	Area Description (commercial, community facility, etc.	Square Footage	Sum of Square Footage as % of Aggregate Floor Area of Eligible Multiple Dwelling(s)
Total:						%
Total in excess of 12%:						

Note: See the Zoning Resolution (Article 1, Chapter 2) for definitions of commercial, community facility, and accessory use space.

¹Aggregate Floor Area means the sum of the Floor Area in an Eligible Multiple Dwelling. Floor area shall mean the horizontal areas of the several floors, or any portion thereof, of a dwelling or dwellings, and accessory structures on a lot measured from the exterior faces of exterior walls, or from the center line of party walls.

Dated:

[Architect /
 Professional
 Engineer Seal &
 Signature here]

Architect's / Engineer's Certification of Aggregate Floor Area

Docket #:

Address:

Borough:

Tax Block:

Tax Lots:

I, _____, certify that I am a _____
licensed to practice by and in good standing with the New York State Department of Education. As such, I
certify to the truth of the following in connection with the above pending application for ANNY Program
Benefits:

The calculations of the Residential and Non-Residential Aggregate Floor Area were prepared in accordance
with the 485-x Rules and the guidance provided by the Department of Housing Preservation and
Development in the Frequently Asked Questions document dated June 17, 2004.

All rental units in the Eligible Multiple Dwelling share the same common entrances and Common Areas.

The aggregate floor area of the building(s) applying for ANNY Program Benefits is _____ sq. ft.

The percentage of Ineligible Space which exceeds twelve percent of the Aggregate Floor Area in the Eligible
Multiple Dwelling(s) is _____.

I make this certification in support of the Application submitted to the Department of Housing Preservation
and Development for a certificate of eligibility for ANNY Program Benefits.

I understand that if HPD finds that any of the statements are incorrect, I may, in HPD's sole discretion, be
prevented from certifying any future projects with HPD. Furthermore, I understand that submission of a false
certification shall be deemed to be professional misconduct pursuant to Section 6509 of the Education Law.

Dated:

[Architect / Professional Engineer
Seal & Signature here]