

**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 Option D**

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 2-4.
- Applicant or Applicant's authorized signatory must review and execute the Owner's Affidavit on pages 5-6.
- 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 6, the information entered on the previous application pages can no longer be modified.

**Architects/Professional Engineers:**

- Complete application pages 7-9.
- After these pages are completed, apply digital professional seal and digital signature to each page.
- Once digital signature is applied to page 9, the information entered on pages 7-9 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 Option D**

This Application must be accompanied by a fee in the amount of \$4,000 per dwelling unit. 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 Units:**

**Building Details:**

Borough:	485-x Docket:
Address:	485-x Affordability Option:
Tax Block:	
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 4 - Affordability Requirement** Affordability Option D — a Homeownership Project containing no less than six (6) dwelling units in which one hundred percent of the units shall have an average assessed value per square foot that does not exceed eighty-nine dollars upon the first assessment following the Completion Date and where each owner of any such unit shall agree, in writing, to maintain such unit as their primary residence for no less than five years from the acquisition of such unit

Total Residential Aggregate Floor Area\*:  
Total Assessed Value:  
Average Assessed Value per Residential Square Foot:

\*See FAQ for definition:  
<https://www.nyc.gov/assets/hpd/downloads/pdfs/services/421a-self-cer-faq.pdf>

**Section 5 - Other RPTL § 485-x Requirements**

1. 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

2. Were there any dwelling units on the land three (3) years prior to Commencement Date?  
If YES, # demolished, removed, or reconfigured units:

Yes No

If YES, does the new building contain one (1) Affordable Housing Unit for each dwelling unit demolished, removed or reconfigured?

Yes No

If YES, specify 485-x docket number & address of the Eligible Site containing these units:

Docket: Address:

3. 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?

Yes No

4. Is the Homeownership Project being constructed with the substantial assistance of government grants, loans, or subsidies?

Yes No N/A

5. 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

6. Is the Homeownership Project subject to an Inclusionary Housing Regulatory Agreement or Restrictive Declaration? Attach if yes.

Yes No

7. 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

8. Has each owner of each dwelling unit in the Homeownership Project affirmed, in writing, to maintain such unit as their primary residence for no less than 5 years from the acquisition of such unit?

Yes No

Section 5 - Other RPTL § 485-x Requirements Continued

9. Will all Building Service Employees at the Eligible Site receive the applicable prevailing wage for the Twenty Year Benefit?	Yes	No	
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If NO, does the Eligible Multiple Dwelling contain less than thirty (30) dwelling units?	Yes	No	
-----	-----	-----	
10. 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, is the Eligible Site otherwise excluded under a collective bargaining agreement or a jobsite agreement that has expressly waived the provisions?	Yes	No	
-----	-----	-----	-----
11. 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	
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Remainder of page is blank.



## Owner's Affidavit

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*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 20-year post-construction ANNY Program Benefits. 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 Area<sup>1</sup> 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 applying for ANNY Program Benefits is

sq. ft.

List in the below two charts the Ineligible Spaces in the Eligible Multiple Dwelling including the commercial, community facility and accessory use spaces, listed by 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.

<sup>1</sup>Aggregate 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.

The aggregate floor area of the building 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 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]