



**Major Capital Improvements (MCI) Online Abatement Application  
User Guide**

A step-by-step guide to help you apply for the MCI abatement

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## How to File for an MCI Abatement – A Step-by-Step Overview

This guide is designed to help you complete and submit your MCI tax abatement application on the Department of Finance website.

**Step 1:** Enter your Borough, Block, and Lot (BBL). If you do not know your BBL, you will be able to search for this information using your property's address. See **[First Screen - Major Capital Improvements \(MCI\) Property Search](#)**.

**Step 2:** Once you have entered your BBL in Step 1, the application will search the Department of Finance's (DOF) records and display all the docket numbers for Major Capital Improvements for your property that the agency has received from the New York State Division of Housing and Community Renewal (DHCR). See **[Second Screen - Major Capital Improvements \(MCI\) Property Search Results](#)**.

### Creating an application

You may choose to "**Create Application**" on any of the docket numbers shown for your property. You will be asked for your contact information and then you will be able to submit the application. DOF will verify all information it has before processing your application. The agency will use DHCR information to compute your abatement. Check the website in three weeks to view the status of your application.

If you do not see your docket number listed and you want to file an application, you may enter the docket number. You will be asked for your contact information and then you will be able to submit the application. After you have submitted your application, you will have the option to upload a scanned copy of the approved order related to your docket number. We will contact DHCR about the MCI order. If there are any outstanding issues, we will contact you. Check the website in three weeks to view the status of your application.

If this is not your first time using the MCI application, and you have filed for your abatement using this application before, the "MCI Property Search Results" screen will display the applications you have already filed for the MCI Abatement and the current status of those applications.

The following sections provide more information about the MCI Abatement application filing process. That includes step-by-step details from the first screen to the final screen showing you how to navigate the Department of Finance's online MCI Abatement application system to submit your application.

If you need additional assistance at any time, contact us online at:

<http://www1.nyc.gov/site/finance/about/contact-by-email/contact-us-commercial-tax-reductions.page> or call 311.

## Helpful Hints for Using the System

### Required Fields

You will be asked to provide some required information, in order to move between screens and submit an application.

If you try to submit an application by clicking *Submit Application* and any contact information is missing, you will see a pop-up message as shown in the example below. The message will specify what information is missing, and you must provide it in order to proceed. Once you have provided the necessary information, you will be able to proceed with the application.



The screenshot shows a web form with the following fields: Contact Last Name, Contact First Name, Street Address 1, Street Address 2, City, Zip Code, Email Address, Phone Number (with sub-fields 123, 412, 1111), and Comments. A dropdown menu for 'Relationship to Owner' is set to 'Owner'. A red asterisk is next to the 'Contact Last Name' field. A pop-up message box titled 'Message from webpage' is overlaid on the form, displaying a yellow warning triangle and the text 'Please enter Contact Last Name'. Below the form are three buttons: 'Update Application', 'Back to search other properties', and 'Back to your property search results'.

### Time Outs

If you are creating or updating an application and there is no activity for one hour, the application will time out. Please note that in this case, you will lose the information you may have entered for a new application, or any changes you may have entered on an existing application. Be sure to finish your entry and submit your form if you plan to be away from your computer for some time.

## Exiting the application

Once you have entered the MCI screens, you have the option to exit by closing your browser window.

## Back to search for other properties

Click “*Back to search for other properties*” at the bottom of the MCI screens to go back and search other properties.

**Major Capital Improvements (MCI) Property Search Results**

BBL: 6-01494-0050 Property Address: 360 WILLOW ROAD WEST					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
DQ310053OM	Y	-----	-----	-----	<a href="#">Create Application</a>
DQ310054OM	Y	-----	-----	-----	<a href="#">Create Application</a>

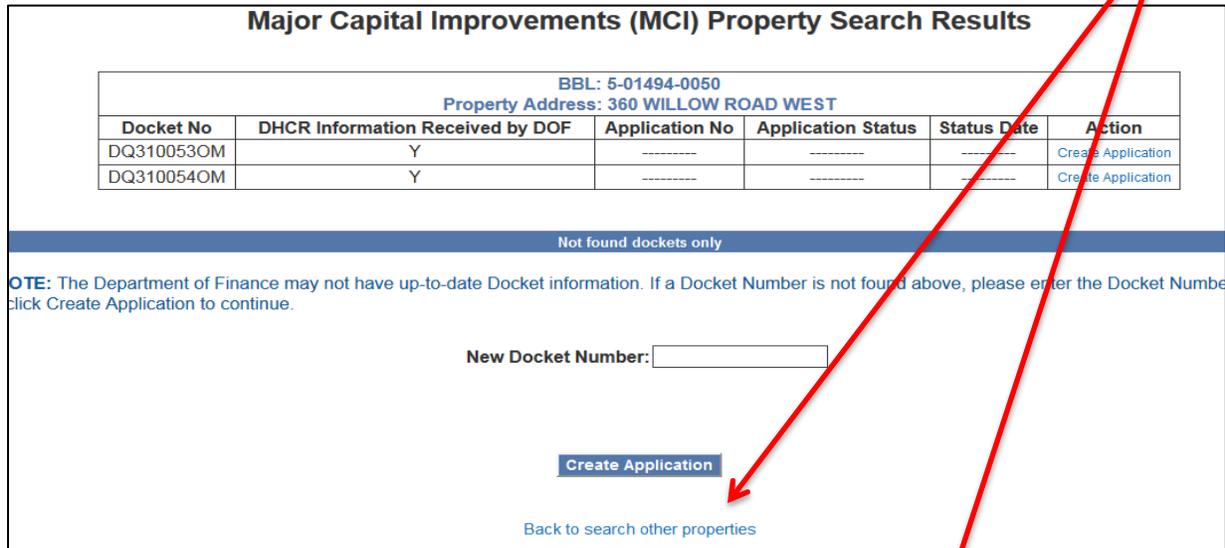
Not found docket only

**NOTE:** The Department of Finance may not have up-to-date Docket information. If a Docket Number is not found above, please enter the Docket Number and click [Create Application](#) to continue.

New Docket Number:

[Create Application](#)

[Back to search other properties](#)



## Back to your property search results

Click “*Back to your property search results*” at the bottom of the MCI Application screen to go back to your property search results.

**Property Owner/Representative Contact Information**

Contact Last Name :  \* Relationship to Owner :  \*

Contact First Name :  \*

Street Address 1 :  \*

Street Address 2 :  \*

City :  \* State :  \*

Zip Code :  \*

Email Address :  \*

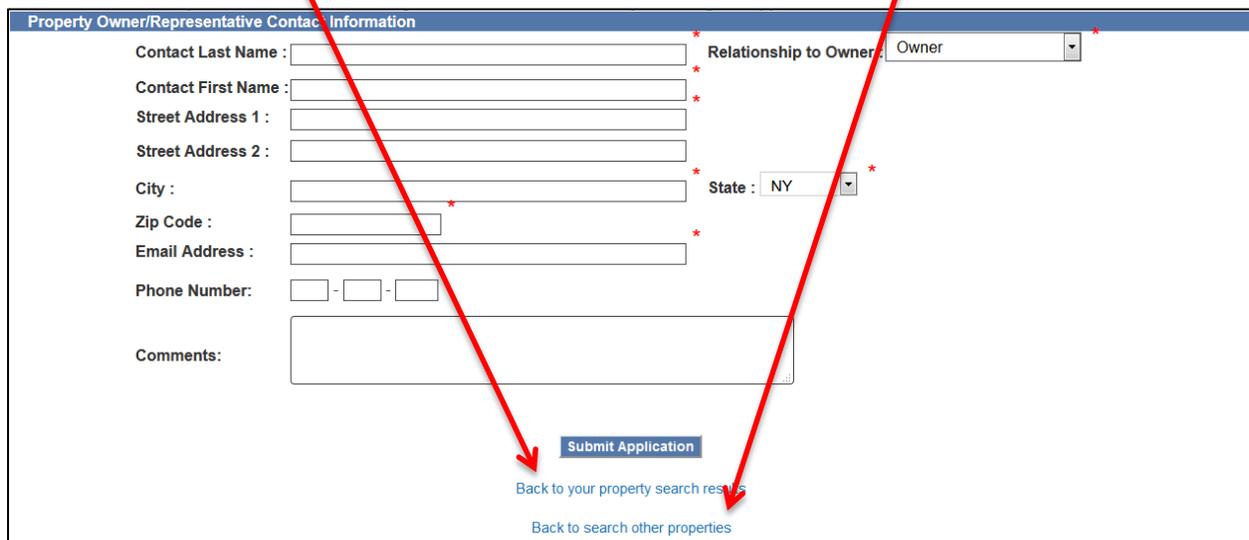
Phone Number:  -  -  \*

Comments:

[Submit Application](#)

[Back to your property search results](#)

[Back to search other properties](#)



## First Screen - Major Capital Improvements (MCI) Property Search

### Search by Borough-Block-Lot

On the Welcome page, you will be asked to enter your Borough-Block-Lot number. See below. **Helpful tip:** Be sure not to mistake zeroes “0” for the letter “O” or ones “1” for the letter “l”.

The screenshot shows the NYC Department of Finance website's search interface for Major Capital Improvements (MCI) Property Search. The page has a light blue header with the NYC logo and 'Department of Finance' text. A navigation menu includes links for Home, About, NYC Taxes, NYC Resources, 311, Events, and Connect, along with a search bar. The main content area is titled 'Major Capital Improvements (MCI) Property Search' and prompts the user to 'Enter a Borough-Block-Lot (BBL)'. It provides a link to search by address if the BBL is unknown. The form fields are: Borough (dropdown menu set to '1 - MANHATTAN'), Block (text input '00003'), and Lot (text input '0006'). A 'SEARCH' button is located below the form. The footer contains a grid of links: Directory of City Agencies, Contact NYC Government, City Employees, Notify NYC, CityStore, Stay Connected, NYC Mobile Apps, Maps, and Resident Toolkit. It also features the NYC logo, a search bar, and copyright information: 'City of New York, 2014 All Rights Reserved. NYC is a trademark and service mark of the City of New York. Privacy Policy Terms of Use.'

If you provide an incorrect BBL, you will see the error message shown below.

### Major Capital Improvements (MCI) Property Search

**Enter a Borough-Block-Lot (BBL):**

If you do not know your BBL, [click here to search by address.](#)

**Borough :**

**Block:**

**Lot:**

**BBL was not found in our database.  
Please enter a new BBL and try again!**



### Search by Address

If you do not know your Borough-Block-Lot number, you can search for it by providing an address. Click “Search by Address”, and follow the steps.

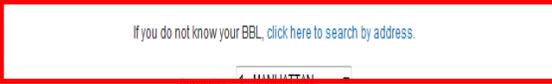
If you do not know your BBL, [click here to search by address.](#)

**Borough :**

**Block:**

**Lot:**

**BBL was not found in our database.  
Please enter a new BBL and try again!**



A new tab or window will pop up, where you will enter the address.

### Property Address Search

To find a block and lot for a property, please enter the borough, house number and street name below:

**Borough:**

**House Number:**

**Street Name:**

**Apartment Number:**   
(Enter for Condominiums only)

**Note:**



If the Borough-Block-Lot number is found, you will see the following screen displayed.

The screenshot shows the NYCProperty website interface. At the top, there are navigation links for Search, Email Updates, and Contact Us, along with menu items for Residents, Business, Visitors, Government, and Office of the Mayor. The main heading is "YOUR PROPERTY INFORMATION" with the tagline "A Business & Taxpayer Resource". Below this, a text box states: "The Statements List displays information currently available for the Parcel you selected." A red box highlights the following information: Parcel (BBL): 1-67-1, Owner(s): 59 MAIDEN LANE ASSOC LLC, and Property Address: 59 MAIDEN LANE. To the right, a sidebar titled "NYCProperty" contains several menu items: Need Help?, Select a BBL, Search by REUC Ident, Statements List (highlighted), NYCProperty Home Page, Change Mail Address, and Tax Reduction. At the bottom of the main content area, a yellow banner reads "Statements List for Parcel 1-67-1".

When you have your Borough-Block-Lot number, return to the Major Capital Improvements (MCI) Property Search page and enter the information to continue with your MCI application.

### Second Screen - Major Capital Improvements (MCI) Property Search Results

After you enter your Borough-Block-Lot number, the property search results will display all docket numbers that the Department of Finance has received from New York State Division of Housing.

The screenshot displays the "Major Capital Improvements (MCI) Property Search Results" page. At the top, it shows the BBL: 5-01494-0050 and Property Address: 360 WILLOW ROAD WEST. Below this is a table with the following data:

Docket No	DHCR Information Received by DOF	DHCR Information Received from Applicant	Application No	Application Status	Status Date	Action
DQ310053OM	Y		-----	-----	-----	<a href="#">Create Application</a>
DQ310054OM	Y		-----	-----	-----	<a href="#">Create Application</a>

Below the table, there is a blue bar with the text "Not found dockets only". A "PLEASE NOTE" section states: "The Department of Finance may not have up-to-date Docket information. If a Docket Number is not found above, please enter the Docket Number in the box below and click Create Application to continue." Below this note is a text input field labeled "New Docket Number:" and a "Create Application" button.

See next section for details on all values that may be displayed in this screen.

**Major Capital Improvements (MCI) Property Search Results**

A
B
C
D
E
F
G

Docket No	DHCR Information Received by DOF	DHCR Information Received from Applicant	Application No	Application Status	Status Date	Action
DQ310053OM	Y		-----	-----	-----	<a href="#">Create Application</a>
DQ310054OM	Y		-----	-----	-----	<a href="#">Create Application</a>

Not found docket only

**PLEASE NOTE:** The Department of Finance may not have up-to-date Docket information. If a Docket Number is not found above, please enter the Docket Number in the box below and click Create Application to continue.

New Docket Number:

The Search results provide the following information, as shown in the image above.

- A. **Docket No.:** All docket numbers the Department of Finance has received from New York State Division of Housing as well as docket numbers for which DOF has received an application for MCI abatement are displayed in this column.
- B. **DHCR Information Received:** This column shows whether information has been received from DHCR. Y = yes; N = no.
- C. **DHCR Information Received from Applicant:** This column shows whether information has been received from the applicant. Y = yes; N = no.
- D. **Application number:** This is the system-generated number when an MCI Abatement application is filed. Once assigned, the application number will not change.
- E. **Application Status:** The various statuses of applications are described below.
  - **Dashes:** When a field of dashes is displayed (“-----”) in the Application Status column, no application has been submitted yet.
  - **Submitted:** This status means an application has been submitted and is under review.
  - **Pending:** The Pending status means an application has been submitted and more information is needed before it will be processed.
  - **Approved:** If “Approved” appears as the Application Status, the application has been submitted and abatement has been approved.
  - **Rejected:** This status means an application was submitted and the abatement was rejected.
- F. **Status Date:** This refers to the date a status was determined.
- G. **Application Actions:**
  - Create Application – allows applicant to submit an application
  - Edit Application – allows applicant to change contact information on an existing application
  - Browse Application – allows applicant to review an application that is already approved or rejected

**Important note:** If you have a docket number for your property that is not listed and you wish to file an application, you can create an application for it. Enter the docket number at the bottom of the Major Capital Improvements (MCI) Property Search Results, then click “Create Application” to be taken to the application screen.

Not found docket numbers only

**PLEASE NOTE:** The Department of Finance may not have up-to-date Docket information. If a Docket Number is not found above, please enter the Docket Number in the box below and click Create Application to continue.

New Docket Number:

The note on this screen reads, **PLEASE NOTE:** The Department of Finance may not have up-to-date Docket information. If a Docket Number is not found above, please enter the Docket Number in the box below and click Create Application to continue.

On the application screen shown below, you will also see the following message displayed in the area reserved for DHCR property information, **“The Department of Finance will verify information with New York State for the Docket Number you provided before processing this application.”**

**Major Capital Improvements (MCI) Application**  
Docket Number : CM12345678

**Application Status**

Application has not been submitted.  
Please enter required contact information in the boxes below and click Submit Application button.

**Department of Finance Property Information**

BBL: 4-07670-0002  
Property Address: 223-02 65 AVENUE  
Property Owner: ESTATES AT BAYSIDE OW  

**Number of Residential Units:** 188

If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a [Request to Update](#).

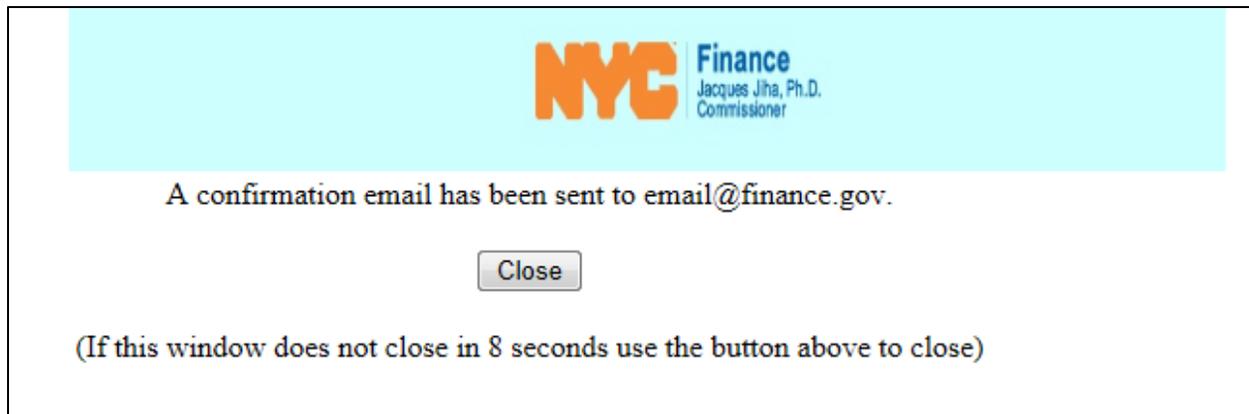
**DHCR Property Information**

Docket Number: N/A  
Number of Residential Units: N/A  
Approved Cost: N/A  
**The Department of Finance will verify information with New York State for the Docket Number you provided before processing this application.**

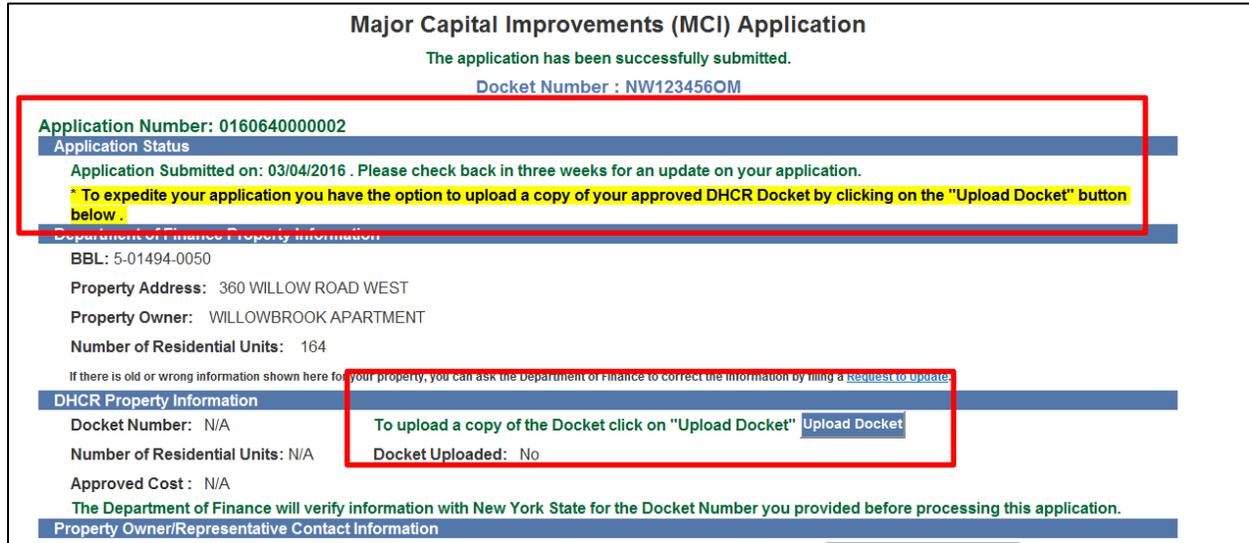
**Property Owner/Representative Contact Information**

Contact Last Name :  \*      Relationship to Owner :  \*  
Contact First Name :  \*

You must complete your contact information at the bottom of the form and click "Submit Application" to file your application. After you click submit, you will see the pop-up window shown below and an email will be sent to the email address you provided.



After the window closes, an application number will be displayed at the top of the screen and you will be instructed to **"Please check back in three weeks for an update on your application."** You will also see the following message, **"To expedite your application you have the option to upload a copy of your approved DHCR docket by clicking on the "Upload Docket" button below."**, and a new button will be displayed in the area reserved for DHCR information.

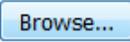


You have the option to send an electronic copy of your approved Docket Number by clicking on the new button displayed [Upload Docket](#), or you may exit and return to your application another time and upload your document.

See next section for details on uploading your document.

When you click on the button to upload your document, a new window will be displayed:



1. Click on  to select an electronic copy of your approved Docket Number from your computer.
2. Once you have located and selected your file you will see your file name next to the Browse button,  MCI Test.pdf .
3. Click on  to continue, or click on  to choose a different file.
4. At any time before you finish you may click  to return to your application.

## Final Screen - Major Capital Improvements Abatement Application Form

You can access the MCI Abatement Application Form screen by clicking on the Create, Edit, or Browse Application links shown on MCI Property Search Results screen for your BBL. See images 1, 2 and 3 below.

1.

Major Capital Improvements (MCI) Property Search Results					
BBL: 4-03083-0085 Property Address: 64-21 BOOTH STREET					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
DN1300100M	Y	-----	-----	-----	<a href="#">Create Application</a>

2.

Major Capital Improvements (MCI) Property Search Results					
BBL: 4-07670-0002 Property Address: 223-02 65 AVENUE					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CM12345678	N	0160320000005	Submitted	02/01/2016	<a href="#">Edit Application</a>

3.

Major Capital Improvements (MCI) Property Search Results					
BBL: 1-00394-0041 Property Address: 183 AVENUE C					
Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CX410067OM	Y	0160320000001	Approved	02/01/2016	<a href="#">Browse Application</a>
CX410067BB	N	0160320000002	Rejected	01/15/2016	<a href="#">Browse Application</a>

## Create Application

The MCI Abatement Application screen displays all the information the Department of Finance has for your property. DHCR property information is also pre-populated from the available docket information. If no information is on file, you will see the following: "N/A" and the note: "The Department of Finance will verify information with New York State for the docket number you provided before processing this application." See the screen images below.

Major Capital Improvements (MCI) Application	
Docket Number : DQ310053OM	
<b>Application Status</b>	
Application has not been submitted. Please enter required contact information in the boxes below and click Submit Application button.	
<b>Department of Finance Property Information</b>	
BBL: 5-01494-0050 Property Address: 360 WILLOW ROAD WEST Property Owner: WILLOWBROOK APARTMENT Number of Residential Units: 164 If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a <a href="#">Request to Update</a> .	
<b>DHCR Property Information</b>	
Docket Number: DQ310053OM Number of Residential Units: 16 Approved Cost : \$32,000.00 The Department of Finance will verify information available before processing this application.	

Major Capital Improvements (MCI) Application	
Docket Number : CM12345678	
<b>Application Status</b>	
Application has not been submitted. Please enter required contact information in the boxes below and click Submit Application button.	
<b>Department of Finance Property Information</b>	
BBL: 4-07670-0002 Property Address: 223-02 65 AVENUE Property Owner: ESTATES AT BAYSIDE OW Number of Residential Units: 188 If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a <a href="#">Request to Update</a> .	
<b>DHCR Property Information</b>	
Docket Number: N/A Number of Residential Units: N/A Approved Cost : N/A The Department of Finance will verify information with New York State for the Docket Number you provided before processing this application.	
<b>Property Owner/Representative Contact Information</b>	
Contact Last Name : <input type="text"/>	Relationship to Owner : <input type="text" value="Owner"/>
Contact First Name : <input type="text"/>	

Enter your contact information in the area provided. All fields marked with a red asterisk are required fields and must be entered before you click "Submit Application." If you do not provide the required information, a pop-up reminder will be displayed and you will not be able to submit your application until the information is provided.

**Property Owner/Representative Contact Information**

Contact Last Name :  \* Relationship to Owner :  \*

Contact First Name :  \*

Street Address 1 :

Street Address 2 :

City :  \* State :  \*

Zip Code :  \*

Email Address :  \*

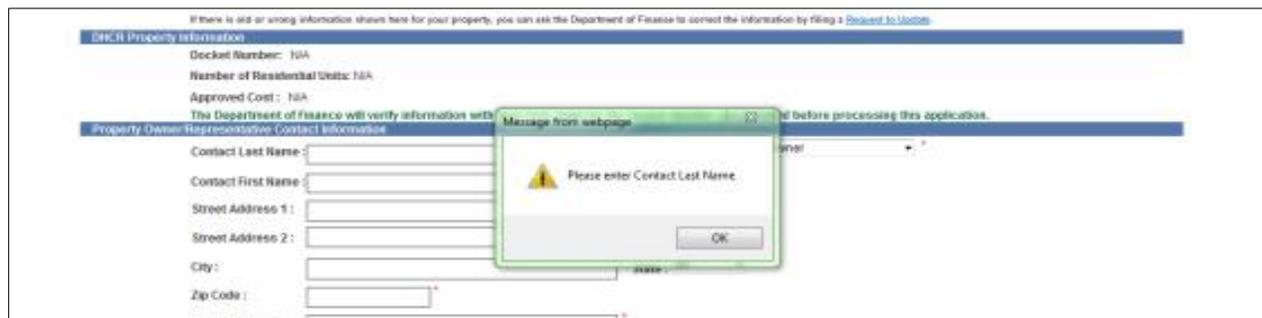
Phone Number:  -  -

Comments:

[Submit Application](#)

[Back to your property search results](#)

[Back to search other properties](#)



Once you click submit, a unique application number will be created and shown at the top of the page. This application number will be displayed whenever you return to the MCI search results for your BBL.

**Major Capital Improvements (MCI) Application**

The application has been successfully submitted.

Docket Number : CM23456789

**Application Number: 0160320000006**

**Application Status**

Application Submitted on: 02/01/2016 . Please check back in three weeks for an update on your application.

**Major Capital Improvements (MCI) Property Search Results**

BBL: 4-07670-0002  
Property Address: 223-02 65 AVENUE

Docket No	DHCR Information Received by DOF	Application No	Application Status	Status Date	Action
CM12345678	N	0160320000005	Submitted	02/01/2016	<a href="#">Edit Application</a>
CM23456789	N	0160320000006	Submitted	02/01/2016	<a href="#">Edit Application</a>

## Edit Application

“Edit Application”, displayed in the Action column will return you to the MCI Application screen. *You can change or correct your contact information.*

## Browse Application

Under “Browse Application”, displayed in the Action column, you can view the information the Department of Finance has for your application. *No changes will be allowed to the data on the screen.*

### A word about status:

In addition to displaying the application status on the MCI Property Search Results page, the status and current processing dates are always shown at the top of the final screen (the application page), after the application has been submitted. See below.

