

## Reasons to file a Request To Update Form for Tax Class 1,2,4 properties

Use this form to request an update of the descriptive data contained in the annual Notice of Property Value (NOPV). Only submit items that have changed or if you disagree with the information provided on the latest NOPV.

While changes in data may affect Finance's estimate of your property's market value, they do not necessarily impact the assessed value on which your taxes are calculated.

**Deadline to File is April 3, 2017**

**\* To save a copy of your submission for your records, we recommend you take screen shots of your form, or use the print feature of your browser before submitting your request to Finance.**

### SECTION II - GENERAL PROPERTY INFORMATION:

Only complete updates for items that have changed or if you disagree with the information provided on the latest Notice of Property Value (NOPV)

1. Lot Square Footage	<input type="text"/>
2. Number of Buildings	<input type="text"/>
3. Building Frontage	<input type="text"/>
4. Building Depth	<input type="text"/>
5. Story Height	<input type="text"/>
6. Living Area Square Footage	<input type="text"/>
7. Commercial Square Footage	<input type="text"/>
8. Finished Square Footage	<input type="text"/>
9. Unfinished Square Footage	<input type="text"/>
10. Garage Square Footage	<input type="text"/>
11. Year Built	<input type="text"/>
12. Style	Select <input type="text"/>
13. Construction Type	Select <input type="text"/>
14. Construction Quality (Grade)	Select <input type="text"/>
15. Exterior Wall	Select <input type="text"/>
16. Exterior Condition	Select <input type="text"/>
17. Number of Commercial Units	<input type="text"/>
18. Number of Residential Units	<input type="text"/>
19. Tax Classification	Select <input type="text"/>
20. Building Classification	Select <input type="text"/>

1. Lot Square Footage
2. Number of Buildings
3. Building Frontage
4. Building Depth
5. Story Height
6. Living Area Square Footage – NOTE: Residential basements are part of the square foot of living area when the basement is finished and above grade.
7. Commercial Square Footage – NOTE: Commercial basements are included in the square foot of commercial area when a basement meets two of the three following items: Active (in use), Finished (lighting, heating, etc.), Publically Accessible.
8. Finished Square Footage – Space includes lighting, heating, etc.
9. Unfinished Square Footage
10. Garage Square Footage
11. Year Built
12. Style – relevant only to Tax Class 1
13. Construction Type – relevant only to Tax Class 1
14. Construction Quality – relevant only to Tax Class 1
15. Exterior Wall – relevant only to Tax Class 1
16. Exterior Condition – relevant only to Tax Class 1
17. Number of Commercial Units - The number of commercial units at the listed property
18. Number of Residential Units - The number of residential units at the listed property
19. Tax Class:
  - Class 1: Includes most residential property of up to three units (such as one-, two-, and three-family homes and small stores or offices with one or two attached apartments), vacant land that is zoned for residential use, and most condominiums that are not more than three stories.
  - Class 2: Includes all other property that is primarily residential, such as cooperatives and condominiums.
  - Class 3: Includes property with equipment owned by a gas, telephone or electric company.
  - Class 4: Includes all other properties not included in class 1,2, and 3, such as offices, factories, warehouses, garage buildings, etc.
20. Building Class – reference: <http://www1.nyc.gov/assets/finance/jump/hlpbldgcode.html>  
 The Building Classification is used to describe a property's constructive use. The first position of the Building Class is a letter that is used to describe a general class of properties (for example "A" signifies one-family homes, "O" signifies office buildings. "R" signifies condominiums). The second position, a number, adds more specific information about the property's use or construction style (using our previous examples "A0" is a Cape Cod style one family home, "O4" is a tower type office building and "R5" is a commercial condominium unit). The term Building Class as used by the Department of Finance is interchangeable with the term Building Code as used by the Department of Buildings.