



ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT REAL PROPERTY INCOME AND EXPENSE (RPIE)

1. When is the RPIE-2015 due?

The deadline to file your Real Property Income and Expense form is June 1, 2016.

2. What is the period covered by the RPIE-2015?

For most filers, the RPIE-2014 will cover January 1, 2015 to December 31, 2015. For filers using a fiscal year, the period will cover the last fiscal year concluded as of May 1, 2016.

3. What is new for RPIE-2015?

For easier submission, we have made the following changes:

- Properties that are not hotels, adult care/nursing home facilities, gas stations, car washes, oil change facilities, self-storage, theaters or concert halls, and have an actual assessed value of \$250,000 or less as of the 2016-2017 Tentative Assessment Roll can use a shorter version of the RPIE form.
- Expanded section for consolidated filings.
- Ability to upload rent roll files to your RPIE submission.
- REUC owners can upload and submit the Structure and Equipment information in a designated spreadsheet or data file, instead of entering each line individually.

4. Who can use the new RPIE Short Form?

For RPIE-2015, owners whose property's "Actual Assessed Value" as shown on Finance's 2016-2017 Tentative Assessment Roll is \$250,000 or less can complete a shorter RPIE form if the property is not a hotel. If the property is eligible, you will be given the long or short form options when you begin the filing process online. Either form will fulfill your reporting requirements. Voluntary filers can also elect to use either form.

5. I recently purchased my property and do not have the income and expense information for an entire year. Am I required to file RPIE-2015?

New owners that have not operated the property and do not have income and expense information for this RPIE reporting period do not need to submit an income and expense statement. However, you must submit a Claim of Exclusion. For more information about how to submit a Claim of Exclusion click [here](#).

6. Can someone file the RPIE on my behalf, or does it have to be completed by the property owner?

The RPIE can be filed by the owner, the owner's representative, lessee or lessee representative.

- If there is more than one owner, only one of the owners needs to file, provided that the information supplied covers the entire property or lot.
- A person who operates only a portion of a property may not file the RPIE, except in the case of a commercial tenant in a tax-exempt property that is owned by a government agency or a nonprofit corporation.
- If the filer is a lessee, the relationship should be indicated on the form.
- If a corporation, partnership, or limited liability company owns the property, an authorized corporate officer, general partner, or LLC manager or member may file the RPIE form.
- A managing agent, employee, accountant, attorney, or other agent may file the RPIE on the owner's behalf, but the filer must disclose the name of the owner, and must have knowledge of the facts.

7. If I do not file an RPIE, can the Tax Commission deny my assessment appeal?

Yes. The New York City Tax Commission, by law, can deny a hearing for any property that does not file their RPIE-2015 form by the June 1, 2016 deadline. To retain your right to appeal to the Tax Commission, you must file your RPIE on time.

8. Can I file a consolidated RPIE form for the properties I own?

You can submit consolidated filings for two or more properties that meet the following criteria:

- They are operated as a single economic unit.
- They are located in the same borough.
- They share the same ownership.
- They are in the same Tax Class.
- They are all hotels if one is a hotel.
- They are located on contiguous lots.*

* Contiguous lots are defined as those that either share an edge or boundary, are neighboring, adjacent or adjoining. This definition can include nearby lots within the same tax block or those separated by roads or paths.

9. Is it mandatory to file the RPIE electronically?

Yes, unless you submit and are granted a Waiver from Electronic RPIE filing, you must submit the RPIE form electronically. You must apply for a Waiver from Electronic RPIE Filing and submit your application by mail by May 2, 2016. Waiver applications can be found here, or by calling 311.

10. The RPIE shows that I have to electronically sign the document before I submit it. How do I do that?

Clicking the "Sign and Submit" button is your electronic signature. No other signature is required.

11. Although I have not completed my RPIE form, I am getting a message saying that my RPIE has already been certified. What do I do?

This might be a filing error. Create a new password and submit a completely new RPIE.

12. I want to make changes to my RPIE form but it has already been certified. What do I do?

You can amend your filing before June 1, 2016 by re-entering the system with your password.

13. I filed my RPIE under the incorrect Borough or Block or Lot number. What do I do?

You must file a new RPIE under the correct borough, block and lot number. Finance cannot transfer an RPIE filed incorrectly. Once you have begun the filing the borough, block or lot number information cannot be changed. You must exit the application and start over with the correct borough, block and lot information. To report incorrect submissions, send an e-mail to rpie@finance.nyc.gov. In your email please include the incorrect borough, block and lot number that was entered. You can find your BBL here.

14. I am having trouble with, or I have forgotten, my password. What should I do?

Please click the Forgot my Password link on the access page of the electronic RPIE form and submit the required information. Finance will email your password. If you do not receive an email in your inbox by the next day, please check to see if our message has been re-directed to your junk or bulk items folder.

15. Can I file a RPIE-2014?

No, you cannot. The RPIE-2014 filing period has expired.

16. I filed or updated the rent roll last year with the RPIE-2014. Do I have to file or update it again this year?

You are not required to file Rent Roll information for the RPIE-2015. However, voluntary rent roll submissions are permitted.

17. Are there penalties for not filing, and what are they?

If you are required to file and the income and expense statement and it is not received by the June 1, 2016 deadline, the penalty is up to 3% of your property's actual assessed value. If you are required to file a claim of exclusion and one is not received by the June 1, 2016 deadline there is a penalty of \$100.