

## Finding Name and Address of Building Owner of Record or Owner's Agent

Sidewalk Café license applicants must send via certified or registered mail letters of notification to:

- All persons who occupy ground floor property, whether residential, commercial, or other use, within 50 feet of either side of the proposed sidewalk café
- Owners of all buildings on the same side of the block as the proposed sidewalk café
- The association or board of all residential cooperatives or condominiums on the same side of the block as the proposed sidewalk cafe

Information about this requirement and a sample letter are available in the Sidewalk Café license application packet.

The New York City Department of Finance and the New York State Department of State maintain online databases that may help you identify the name and mailing address of the owner of record or the owner's agent. For convenience, the Department of Consumer Affairs (DCA) created this handout to help you navigate these online databases.

**Please note that DCA cannot guarantee the accuracy of the information in the databases maintained by other agencies.** If you have questions about the information or experience technical difficulty, please contact the Department of Finance ([www.nyc.gov/finance](http://www.nyc.gov/finance)) or the New York State Department of State ([www.dos.ny.gov](http://www.dos.ny.gov)).

Search instructions if the property is NOT a cooperative or condominium:	Search instructions if the property is a cooperative or condominium:
<ol style="list-style-type: none"> <li>1. Visit the Department of Finance's Property Application at <a href="http://nycprop.nyc.gov">http://nycprop.nyc.gov</a></li> <li>2. Click on the link <b>Assessment rolls</b>.</li> <li>3. Enter Borough-Block-Lot (BBL) information or search by address to generate a Statements List.</li> <li>4. Beneath <b>Statements List for Parcel</b>, click the most recently dated <b>Quarterly Property Tax Bill</b>.</li> <li>5. On the Quarterly Property Tax Bill page, click the link <b>Quarterly Property Tax Bill Payment Coupon</b>. A new window will open.</li> <li>6. The coupon will list the Owner Name and Property Address. Please use the contact information to submit your letter of notification.</li> </ol>	<ol style="list-style-type: none"> <li>1. If you know the name of the cooperative or condominium corporation/board of managers, proceed to Step 3.</li> <li>2. If you do <i>not</i> know the name of the cooperative or condominium corporation/board of managers, follow the steps below.               <ol style="list-style-type: none"> <li>a. Visit the Department of Finance's eService Center at <a href="http://nycserv.nyc.gov">http://nycserv.nyc.gov</a></li> <li>b. Click the GO button next to <b>Property Taxes by BBL</b> to generate a Search page.</li> <li>c. Search by the cooperative or condominium's BBL information or street address to generate the <b>Select Property</b> page.</li> <li>d. On this page, you will see a list of names. A name that has "LLC" or "Corp." may be the name of the cooperative or condominium corporation/board of managers.</li> </ol> </li> <li>3. Visit the New York State Department of State's <b>Search the Corporation &amp; Business Entity Database</b> Web page at <a href="http://www.dos.ny.gov/corps/bus_entity_search.html">www.dos.ny.gov/corps/bus_entity_search.html</a></li> <li>4. Enter the name of the cooperative or condominium corporation/board of managers.</li> <li>5. Select the entity and use the contact information under <b>Selected Entity Address Information (DOS Process)</b> to submit your letter of notification.</li> </ol>