



# APPLICATION FOR CONVERSION OF SIDEWALK REPAIR CHARGE INTO FOUR ANNUAL INSTALLMENTS

Mail to: New York City Department of Finance, Payment Operations Division, 59 Maiden Lane, 19th Floor, New York, NY 10038, Attention: Ricardo Shoy

## SECTION I - OWNERSHIP/PROPERTY INFORMATION

Complete only Section I and mail to address above without any payment. See Instructions for further details.

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_  
NUMBER AND STREET

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Sidewalk Improvement Assessment Number: \_\_\_\_\_

Entered on the records of the NYC Dept. of Finance on \_\_\_\_\_ 20\_\_\_\_ Total Assessment Amount: \$ \_\_\_\_\_

## SECTION II - CERTIFICATION AND SIGNATURE

Once approved, application will be returned with a calculation of your quarterly installment payments. Please sign and date where indicated below. Mail application, including first installment payment to the address above.

The undersigned, owner of the property described above hereby requests that the said assessment be converted into (4) four annual installments of \$ \_\_\_\_\_ plus interest. The first installment of \$ \_\_\_\_\_ is due upon approval of this application. The subsequent installments will become liens annually on the next anniversary date of the original charge. Interest is calculated on the installment amount at the rate of 8.5% per annum, or at the cost of the City borrowing rate each year, whichever is lower.

*In the event of a default in payment of any installment, this agreement may be cancelled and the full unpaid balance of the charge shall become immediately due and payable. Interest will be calculated from the original date of entry of the charge to the date of payment.*

\_\_\_\_\_  
Print Applicant/Owner's Name      Applicant/Owner's Signature      / /  
Date

## FOR OFFICE USE ONLY

Approved: \_\_\_\_\_ / /  
Department of Finance Date



## INSTRUCTIONS FOR SIDEWALK REPAIR CHARGE INSTALLMENT AGREEMENT

The New York City Department of Finance (Finance) offers installment payment plans to eligible owners of certain residential properties who have been billed by the Department of Transportation, Sidewalk Management for sidewalk repair charges.

Complete **Section I - Ownership/Property Information** of the application form, and mail to the Sidewalk Installment Agreement Section of Finance's Payment Operations Division.

Once your application is approved:

- Finance will return the agreement with installments calculated.
- You will be required to sign the agreement, and
- Make your first installment payment by check or money order equal to one quarter of the total sidewalk repair charge.
- Three subsequent installment payments, including interest charges, are due on the next anniversary date of the original charge.

For details on eligibility, please read the Eligibility Requirements provided below.

### ELIGIBILITY REQUIREMENTS

Property owners may qualify for a sidewalk repair charge installment payment plan only if:

- A sidewalk repair installment agreement application is filed with Finance within one year from the date of entry of the charge;
- The original sidewalk repair charge is more than \$250 but not more than \$5,000; and
- The property is a one- through six-family home; or the property has an assessed value of no more than \$30,000.

### SIDEWALK REPAIR CHARGE INQUIRIES

Finance bills and collects sidewalk repair charges on behalf of the Department of Transportation. For information about the amount of the charges, notices of violation, or the quality of the repair work to contact the

Department of Design and Construction at the addresses listed below as Finance cannot assist you with these issues:

#### MANHATTAN

40 Worth St., Rm 836  
New York, NY 10013  
212-442-1902

#### BRONX

30-30 Thompson Ave., 3rd Fl.  
Long Island City, NY 11101  
718-391-2469

#### BROOKLYN

30-30 Thompson Ave., 3rd Fl.  
Long Island City, NY 11101  
718-391-1937

#### QUEENS

30-30 Thompson Ave., 3rd Fl.  
Long Island City, NY 11101  
718-391-1958

#### STATEN ISLAND

30-30 Thompson Ave., 3rd Fl.  
Long Island City, NY 11101  
718-391-1110

### HOW/WHERE TO FILE

Complete **Section I - Ownership/Property Information** of the application and return it to:

**New York City Department of Finance  
Payment Operations Division  
59 Maiden Lane, 19th Floor  
New York, NY 10038  
Attention: Ricardo Shoy**

**Do not include any payments with your initial application.**

**IMPORTANT NOTICE:** The Sidewalk Installment Agreement Section will review your application and return it to you with a calculation of your quarterly installment payments. Each installment will consist of one-quarter of the principal plus interest accrued on the installment amount from the due date of the original charge to the date of the installment.

After receiving the completed application from the Sidewalk Installment Agreement Section, please sign and date in **Section II - Certification and Signature** and return to the address listed above with payment of the first installment. Make check or money order payable to: **NYC Department of Finance.**

You will be billed automatically for the three installment payments on each anniversary of the due date of the original charge.