NYC Department of Finance • Property Division

REQUEST FOR REVIEW OF PROPERTY VALUE FOR TAX CLASS 4 PROPERTIES

NYC Department of Finance, Property Division, Attn: Assessment Review, 66 John Street, 12th Floor, New York, NY 10038

We recommend that you submit this form online at nyc.gov/finance under "Assessments". Click on "Challenge your Assessment". Online forms are processed quickly and you receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

INSTRUCTIONS: This Request for Review of Property Value is for all commercial and industrial properties, such as office, retail, factory buildings and all other properties not included in tax classes 1, 2 or 3. Please fill out this form clearly and completely. All fields marked with an asterisk* are required. **The deadline for filing this form is April 3, 2017.**

SECTION I - GENERAL INFORMATION

I am the: ❑ OWNER ❑ REPRESENTATIVE

PROPERTY INFORMATION

Borough*	Block*	Lot*	Easement	Building Class	Tax Class

Street Number*	Street Name*	Apartment Number

OWNER INFORMATION

First Name	MI:	Last Name	Company Name

CONTACT INFORMATION

First Name*	MI:	Last Name*	Company Name

Street Number*	Street Name*	Apartment Number

City*	State*	Zip Code*

Telephone Number*	E-mail Address*

SECTION II - GENERAL PROPERTY INFORMATION

PROPERTY USES

Number of buildings on lot*_____

Number of Residential Units*_____

Number of Commercial Units*_____

Is part of the property rented?* ❑ YES ❑ NO

What part is occupied by the taxpayer's family or business?* ❑ ALL ❑ PART ❑ NONE

SECTION III - PROPERTY VALUATION YOU BELIEVE IS INCORRECT

Check the applicable statements and attach additional documents or calculations as necessary to explain your request.

1. The property is misclassified. The correct class is: ❑ 1 ❑ 2 ❑ 3 ❑ 4
(Provide a copy of the building's Certificate of Occupancy, if available.)

2. Valuation errors (check all that apply)

a. Finance incorrectly estimated gross income. The correct gross income is:..... _____

b. Finance incorrectly estimated gross expense. The correct gross expense is:..... _____

c. Finance incorrectly estimated gross square footage. The correct square footage is: _____

Please provide a copy of a certified architect's letter to support claimed square footage.

Comments:_____

_____

_____

CERTIFICATION

I hereby certify that I am the owner or other person responsible for the payment of taxes,or the person authorized by the owner to make this statement. I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render this statement null and void.

SIGNATURE _____ PRINT NAME _____ DATE _____

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You can also email your completed form with along with any documentation you may have, such as calculations, certified architect's letter (to support claimed square footage), etc. to RequestForReview@Finance.nyc.gov.

If you do not have access to a computer, mail this form, along with any documentation you may have to the NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038.

Request for Review Overview

The Request for Review form enables New York City property owners to provide supporting information to review their property's estimated market value or building classification found on the Annual Notice of Property Value.

The Department of Finance may increase, decrease or make no change to your property's market value or classification; there are no appeals to the Department of Finance on Request for Review decisions.

Department of Finance Request for Review Deadlines

You must file your Request for Review by the applicable deadline below.

Tax Class 4..... April 3

Which Tax Class is your Property?

- Tax Class 1 property includes residential property of up to three units (Primarily 1, 2, and 3 family homes), vacant land zoned for residential use and condominiums of not more than three stories.
- Tax Class 2 property includes apartment building, condominium, and cooperative.
- Tax Class 4 property includes office, warehouse, other commercial, and industrial property, such as factory buildings.

Appeal to the Tax Commission

If you believe your assessed value, exemptions or tax classes are incorrect, you are encouraged to file an application for correction with the Tax Commission. Tax Commission forms may be obtained by calling 311, from the City's website, or at the Finance Borough Business Centers. An application to the Tax Commission preserves your right to judicial review.

Filing with the Department of Finance does not replace the need to file a tax appeal with the Tax Commission nor does it affect the deadline for filing.

Appeal to the Tax Commission Deadlines

The deadline to file with the Tax Commission is:

Tax Class 1..... March 15

Tax Class 2 ..... March 1

Tax Class 3..... March 1

Tax Class 4 ..... March 1