

COOPERATIVE PROPERTY TAX ABATEMENT INITIAL APPLICATION

Mail to: NYC Department of Finance, Co-op/Condo Abatement, P.O. Box 311, Maplewood, NJ 07040-0311 Deadline: February 15 (or the next business day if this falls on a weekend or holiday)

INSTRUCTIONS

Use this application only if you are applying for the cooperative abatement for the first time. To report changes from last year, complete the renewal and change form available at www.nyc.gov/ccabatement.

The board of directors or managing agent must complete this application on behalf of the entire development. All sections must becompleted, or the application will not be processed. Please include a copy of your management agreement contract. If you are selfmanaged, please note this in Section A, item #3, "Name of the Development."

SEC	SECTION A: DEVELOPMENT INFORMATION												
In t	In this section, provide information for the entire cooperative development. Information should be accurate as January 5 of the current tax year.												
1.	Please pro	vide the deve	elopment nun	nber # (if av	ailable)								
2.	2. Parcel Identification Enter the borough, tax block, and tax lot for the development in the lines provided below. If the co-op has more than six												
	Enter the borough, tax block, and tax lot for the development in the lines provided below. If the co-op has more than six blocks, please use additional sheets. Borough codes are: Manhattan-1, Bronx-2, Brooklyn-3, Queens-4, Staten Island-5												
										LOT			
	BURU	BLOCK	LOT	BURU	BLOCK	LOT	BURU	BLOC	^	LOI			
	BORO	BLOCK	LOT	BORO	BLOCK	LOT	BORO	BLOCI	K	LOT			
3.	3. Name of Development												
	ENTER THE NAME OF THE DEVELOPMENT												
4.	4. Employer Identification Number (EIN) Enter the cooperative's Employer Identification Number												
_		·	mployer Identi	tication Nun	nber								
5.	Contact In												
	CONTACT P	ERSON											
	NUMBER AN	ND STREET			CITY AND STA	E		ZIP CODE					
	TELEPHONE	NUMBER				EMAIL ADDRESS	(FOR IMPORTANT	UPDATES)					
6.	Total Numl	ber of Building	as in the Dev	elopment									
		ber of Units in	_	-		_							
	Enter the to	otal number of	residential unit	ts in 7a, the			controlled by the						
							If there are no sp						
	units, enter zero. In order to qualify as residential, a unit must be used for residential purposes only. If there are not shares allocated to a superintendent's apartment, do not include it in the total number of units.												
	a. Resident	tial Units/Share	es		Unit	s Shares							
	b. Resident	tial Units/Share	es Owned by S	Sponsor	Unit	S	Shares						
	c. Commer	rcial Units/Shar	res		Unit	S	Shares						
	d. Total Uni	its/Shares			Unit	3	Shares						

ALL INFORMATION SHOULD BE ACCURATE AS OF JANUARY 5 OF THE CURRENT TAX YEAR.

SECTION B: BUILDING INFORMATION

List all buildings and addresses included in the development (for each lot).

#	Block Number	Lot Number/ Range	Street Number	Street Name	Residential Units/Shares	Commercial Unit/Shares
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
				Total #		

SECTION C: UNIT INFORMATION

UNIT TYPES: RESIDENTIAL, COMMERCIAL, PARKING, OR STORAGE (R, C, P, S).

PLEASE PRINT LEGIBLY or TYPE.

Illegible writing will delay processing. For

your convenience and faster processing.

You may submit your changes online at:

www.nyc.gov/ccrenewal

- 1. Use this form to report unit information as of January 5 of the current tax year.
- 2. All fields must be completed for changes to be processed.
- 3. If a unit has multiple owners, please list all owners on a separate line.
- **4.** The "Bldg #" column* in the table below is not for the address. If there are multiple buildings in the development, and they are numbered (1, 2, 3, etc.), enter their numbers here.
- 5. If the unit is owned by a trust or life estate, list (on separate lines) the trust and any trustees or beneficiaries.
- **6.** Please note, the trust itself cannot have primary residence. Submit the information for the trustee or all beneficiaries living in the unit. Please attach a compete copy of the trust.
- 7. Changes to or from a trust need to be reported in order to keep the abatement; a copy of the trust must be included.
- 8. For primary residence: items left blank the system will automatically default to a "N" and the abatement will not be granted.

Borough:	 Co-op Number (if available):	Co-op Name:
		·

#	Block	Lot	Bldg #*	Suffix #	Unit #*	Unit Type (R, C, P, S)	Sponsor Owned? (Y or N)	Shares	Owner (Last, First) Only one owner per line	Social Security, EIN, or ITN #	Primary Residence? (Y or N)	Trust? (Y or N)	Sales Date Document date on deed	Sales Amount	# of Rooms	# of Bedrooms	Baths	Square Feet	Floor Number
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
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SECTION D: CERTIFICATION

Certification must be signed by the board of directors or the managing agent for the cooperative. The postmark date will serve as the application date.

I affirm that all the information contained in this application is true and correct to the best of my knowledge and belief. I understand that I am required to obtain primary residency information from unit owners or shareholders, who are responsible for verifying the accuracy of that information. I also 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 application null and void. I agree to comply with and be subject to the rules issued by the Department of Finance pursuant to Real Property Tax Law 467-a.

SIGNATURE OF OFFICER	PRINT NAME
DATE	TITLE OF OFFICER
TELEPHONE NUMBER	EMAIL ADDRESS
SIGNATURE OF OFFICER	PRINT NAME
DATE	TITLE OF OFFICER
TELEPHONE NUMBER	EMAIL ADDRESS

^{*}Please include a copy of your current managing agent contract or if you are representing a self-managed development, please upload a copy of the HPD registration, Board meeting minutes or other documentation that indicates you are authorized to transact on behalf of the development.