PROPERTY CHANGE FORM FOR MANAGING AGENT OR BUILDING OWNER INFORMATION

Instructions: Please complete this form to correct errors or request changes to the information on DRIE TAC Reports. Completed forms should be sent to the DRIE Unit:

By Mail: NYC Department of Finance, Rent Freeze Program - DRIE, P.O. Box 3179, Union, NJ 07083
By Email: visit nyc.gov/contactdrie for information regarding emailing your completed form.

SECTION I - PROPERTY INFORMATION

I AM REQUESTING A CHANGE FOR PROPERTY (REQUIRED):

1. Borough: __________________________ Block: __________________________ Lot: ______________

2. Property Address: __________________________
   NUMBER __________________________ STREET NAME __________________________
   CITY __________________________ STATE __________________________ ZIP CODE ______________

Please only enter information that you are requesting to have updated:

SECTION II - PROPERTY OWNER INFORMATION

1. Owner Name: __________________________

2. Owner Organization: __________________________

3. Mailing Address: __________________________
   NUMBER __________________________ STREET NAME __________________________
   CITY __________________________ STATE __________________________ ZIP CODE ______________

4. Telephone Number: (_____) __________________________ Extension: __________________________

SECTION III - MANAGING AGENT INFORMATION

1. Agent Name: __________________________

2. Agent Organization: __________________________

3. Mailing Address: __________________________
   NUMBER __________________________ STREET NAME __________________________
   CITY __________________________ STATE __________________________ ZIP CODE ______________

4. Telephone Number: (_____) __________________________ Extension: __________________________

Name of Requestor (please print) __________________________ Title/Role __________________________

Signature of Requestor __________________________ Date __________________________

Contact Phone & Email of Requestor (if we have questions about your submission) __________________________