



A User Guide to ICIP Certificate of Continuing Use Online Renewals

A step-by-step guide to help you complete the renewal application online

October 2015

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Introduction

This guide is designed to assist you with completing your ICIP CCU form.

In the following pages, we provide a step-by-step manual with detailed explanations to help you navigate the Department of Finance's online system and to submit your ICIP CCU form with ease.

We also have a Frequently Asked Questions (FAQs) document, which you can find on our Website at www.nyc.gov/ICIP

You may always request help by visiting <http://www.nyc.gov/contacticipicap> or contacting 311. .

Helpful Hints for using the system

Required Fields

Throughout this system you will be asked to provide information and answer questions. There are certain fields that are required in order to move between screens or submit an ICIP CCU form.

If at any time you try to submit information by clicking Confirm or Submit Form and there is an error, you will see the message below. Fields that are blank or filled-in incorrectly will be highlighted in red like this:

Email Address	Email Address
---------------	---------------

- Some fields are not completed or require data in a specific form or require a minimum / maximum number of characters. Please fill or correct the corresponding fields indicated on the form.

Once you have made the necessary corrections, you will be able to submit and move to the next section.

Text boxes


A text box will appear if you answer YES to a question. Text boxes *require a minimum of 25 characters*. You must expand on your answer if you get an error message.

Time out

Like many online applications, if you have no activity for one hour, you will lose all of your information, so be sure to submit or save your form if you plan to be away from your computer.

Navigating the website

The orange banner that is at the top of each page contains important pieces of information and allows you to jump to different pages at any time.



You are using a City of New York application to complete and file the commercial property (not personal residential) exemption forms

Commercial Exemptions
Property Tax Exemption/Abatement Renewals

[Property List](#) [Owner Information](#) [Contact Us](#) [Click log off to exit the application](#) [Log off](#)

You can jump to these pages when you need to

logged-in as: YOUR ORGANIZATION NAME
Your log in information identifies you as this owner

The orange bar below allows you to:

- Jump to the Property List to see the BBL that requires an ICIP CCU form to be completed.
- Jump to Owner Information so you can see what information you confirmed for the owner and contact information.
- Jump to Contact Us if you have questions.
- Jump to Change Password if you want to change it.
- Click Log off when you are ready to exit the application. All of your saved work can be completed or accessed when you log in again.

Log in – Screen 1

On the Welcome page, you will be asked to enter your User ID and password to log in. The User ID and password can be found on page 1 of the letter you received in October. User IDs and passwords are case-sensitive, so enter them exactly as they appear.

Helpful hint: Be sure not to mistake “0” for “O” or “1” for “l”.

Please enter your log in information

User ID:

Password:

[Forgot your password?](#)

Find these on the letter we sent in October

Log in

If you mistype your User ID or password, you will see an error screen like this:

Please enter your log in information

Your login attempt was not successful.
Please try again.

User ID:

Password:

[Forgot your password?](#)

Log in

If this is your first time logging in, you will see **Owner Information – Screen 2**. If you have logged in before, your next screen is **Property List – Screen 3**, go to page 7.

If you filed your renewal form online last year and you forgot your password, you may click Forgot your password? The password will be sent to the email address you submitted last year. If you did not submit online last year, you will have to use the password from the letter sent in October.

Change Password

Click Change Password in the orange bar.



You will be asked to enter the password we sent, then type and confirm the new password that you want.

Change Your Password

Select a password with at least 6 characters, including at least one letter or one number.

Change Your Password

Current Password:

New Password:

Confirm Password:

Change Password Cancel

Change Your Password

It is optional to change your password. Please remember that passwords are case sensitive if you decide to use upper and lower case letters. In the box to the left, enter the password we sent, then enter the new password, and then re-type the new password. Click "Change Password" to make the change, or "Cancel" to keep the original. If you change the password, you will receive a confirmation message via email.

Helpful hint: The password must have 6 characters including one letter or number.

Click Change Password to keep the one you have entered. Click Cancel to keep the current password.

If your changed password is successful, you will see a screen like this:

Change Your Password

Your password has been changed!

Continue

If your new password is not successful, you will see an error message like this:

Change Your Password

Password incorrect or New Password invalid. New Password length minimum: 6. Include one letter or number.

Current Password:

New Password:

Confirm Password:

Change Password Cancel

Retype the password and confirm it and click Change Password again

Profile Information – Screen 2

This screen will only appear the first time you log into the Commercial Exemptions and Abatements Online Renewal system. If you filed online last year, you will go right to the Property List. See page 7.

The only field you cannot modify is the “Name” field within the **Owner Information** section. If the name displayed in this box is incorrect, please contact us at <http://www.nyc.gov/contacticipicap>.

Profile Information

Name	YOUR ORGANIZATION		Federal EIN	12	9876543
Mailing Address	Street No	Street Name	<input type="checkbox"/> A Federal EIN is not required for my organization (APPLIES TO NFP USERS ONLY. ICIP/ICAP users must provide their EIN, or their application will be incomplete)		
	26	Main Street			
	City	NEW YORK			
	State	Postal Code			
	NY	10024-4702	This is the address where you want correspondence concerning the exemption to be sent. Make changes in the boxes.		

Contact Information

Name	Daniel Murphy	Relationship to owner	Agent
Daytime Phone	7185551212	Phone Extension	310
Email Address	murph@owner.org		

Confirm

- Helpful hint: Daytime Phone must be entered as 9 digits, no spaces or hyphens.

Property List – Screen 3

This screen lists each property that receives an ICIP property tax exemption. All properties that receive an ICIP are required to complete a CCU form. If you have signed-on previously, you will arrive here after entering the User ID and password.

Show Status

All ▼

Number of Properties: 1

Property Address	Borough	Block	Lot	Application Number	Status	Forms
123 Main Street	Queens	1234	10		Not-Started	ICIP

Understanding the Property List:

The property listed presents the property address (where the property is located), the BBL, Application Number, Status and Type of Form.

Status describes the status of the ICIP CCU form. A renewal form can be in one (1) of three (3) different statuses:

1. Not-Started – you have not clicked the link to open the form.
2. In Progress – you have started to complete the form, but were not able to finish. Your work has been saved.
3. Completed – you have opened, completed and submitted the form. A confirmation email has been sent to the email address you provided to acknowledge that the form has been submitted.

Completing a CCU Renewal form

Reminder: Renewal forms are due by January 5, 2016. We encourage you to file as quickly as possible to allow us time to get back to you if we have questions. The forms must be received by January 5, 2016 to keep the property tax exemption.

Property Information is displayed at the top.

Property Information	
Owner's Name:	ABC COMMERCIAL ORGANIZATION, INC.
Mailing Address:	100 ADAMS STREET
	BROOKLYN, NY 11218
Property Address:	123 35 AVENUE
Borough-Block-Lot:	3-1234-12
Building Class:	K1
Tax Class:	4
Application Number:	12345
Exemption Code:	1986
Suffix:	1

Owner's Name and **Mailing Address** were confirmed when you first logged-in to the application.

Property Address and **Borough-Block-Lot** are identifiers for this property.

Building Class is a descriptive code Finance uses to identify characteristics of the BBL. It may describe construction material, type of use, or number of units (residential or commercial). To see a list of building class codes, visit <http://nycprop.nyc.gov/nycproperty/help/hlpbldgcode.html>. Alternatively, if you view a BBL's Account History on www.nyc.gov/finance you will see the BBL's building class and from there you can link to the list of building class codes.

Tax Class is a legal categorization determined by property type. There are four tax classes:
TC 1 – One to three-unit residential properties
TC 2 – Residential property with more than 3 units including cooperatives and condominiums
TC 3 – Utility company equipment and special franchise property
TC 4 – All other real property, including office buildings, factories, stores, hotels and lofts

Application Number is the number assigned to your application when this office received the Preliminary Application.

Exemption Code is the code we use to process ICIP applications. The codes specific to this exemption are 1985 or 1986.

Suffix reflects the number of exemptions on the property.

Section One

This is the contact information you confirmed when first logging into the renewal system.

Section One

Contact Name: BARBARA JONES

Relationship to Owner: DIRECTOR

Contact Phone: 7185551212
123

Email Address: JONESB@ABC.ORG

Section Two

As the owner of the property, you must complete the remainder of the sections. You must answer each question.

Section Two

Complete each question. If completing for a condominium unit(s), only answer for the unit(s) in the project and not for the building as a whole.

1. Has there been a change in the use of this parcel? ☐ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

2. Is this building used for industrial purposes? ☐ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

3. Does this building contain residential space? ☐ YES ☐ NO

4. Is the building being used for any other purpose than described above? ☐ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

5. There is more than one building. ☐ YES ☐ NO
(*Note: If this project has more than one building, attach a separate sheet with a separate chart for each building. Be sure to include the building's address.)

6. Please be specific in your description of the building's (condominium unit's) current use.
• Example, if the use of the space is for manufacturing, indicate precisely what is being made.

If the use of the space is as a warehouse, indicate if the warehouse use is commercial or industrial.

If multiple floors (condominium units) are used for the same purpose, enter a floor range.

- Example 1: Floors 1 thru 3 are used to manufacture furniture. Net square footage over those three floors is 25,000 square feet.
- Example 2: Condominium units 1001 and 1002 on floors basement and 1 are used for retail. Net square footage is 8000 square feet.

Floor or Floor Range

Start to End

Total Net Sq. Ft.

Net Sq.Ft.

Current Use

Please explain:

7. Number of persons permanently employed at the project site

employees # of employees

8. Number of persons employed at the project site who are residents of NYC

residents # who are residents

If you answer YES to any question, the form will expand for you to enter text. You are required to provide an explanation when the box appears. If the text boxes do not provide enough room for you to enter all your information, you may attach a JPEG, MS Word or PDF file in **Supporting Documentation** (page 11 for more information).

Helpful hint:

- Text boxes require a minimum of 25 characters.

Section Two

Complete each question. If completing for a condominium unit(s), only answer for the unit(s) in the project and not for the building as a whole.

1. Has there been a change in the use of this parcel? ☒ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

a. If YES, year change occurred, and, explain.

Please explain:

2. Is this building used for industrial purposes? ☒ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

If YES, list industrial purposes.

List purposes:

3. Does this building contain residential space? ☒ YES ☐ NO

a. If YES, how many square feet ?
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

4. Is the building being used for any other purpose than described above? ☒ YES ☐ NO
(*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)

If YES, explain.

Please explain:

5. There is more than one building. ☒ YES ☐ NO
(*Note: If this project has more than one building, attach a separate sheet with a separate chart for each building. Be sure to include the building's address.)

If YES, # building # of buildings.

6. Please be specific in your description of the building's (condominium unit's) current use.
• Example, if the use of the space is for manufacturing, indicate precisely what is being made.
If the use of the space is as a warehouse, indicate if the warehouse use is commercial or industrial.
If multiple floors (condominium units) are used for the same purpose, enter a floor range.
• Example 1: Floors 1 thru 3 are used to manufacture furniture. Net square footage over those three floors is 25,000 square feet.
• Example 2: Condominium units 1001 and 1002 on floors basement and 1 are used for retail. Net square footage is 8000 square feet.

Floor or Floor Range	<input type="text"/> Start to <input type="text"/> End	Total Net Sq. Ft.	<input type="text"/> Net Sq. Ft.
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Current Use

Please explain:

7. Number of persons permanently employed at the project site # employ # of employees

8. Number of persons employed at the project site who are residents of NYC # reside # who are residents

Supporting Documentation – Attaching a file works the same here as if you were attaching something to your email. Click the Browse button to locate the file on your computer. (Please note that only the following file types are allowed: .pdf, .jpg, .jpeg, .doc and .docx. The maximum size of each file is 5 MB). When you have identified the right document, click open. If the upload is a success, the file screen will say “Uploaded successfully!” If you’ve accidentally uploaded the wrong file, click Delete to remove it. If you try to attach a file format that is not accepted, you will see this message: Only .pdf, .jpg, .jpeg, .doc, .docx accepted.

Supporting Documentation

Uploaded documents:

0

No files uploaded...

Refresh

Upload a file

Browse...

Ready...

Helpful hint:

- If you see “Uploaded successfully!” but the Uploaded document counter says “0”, click “Refresh”.

Supporting Documentation

Uploaded documents:

0

No files uploaded...

Refresh

Upload a file

Browse...

Uploaded successfully!

Digital Signature and Save or Submit Form – Once you have answered all the questions and uploaded all attachments (if applicable), you are ready to submit the form. The last requirement is to sign digitally by entering your name and title (position within the organization) in the boxes as shown below.

Digital Signature

SIGN AND DATE BELOW TO CERTIFY THE ACCURACY OF ALL INFORMATION PROVIDED IN THIS FORM.

I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void.

SIGNATURE

TITLE/ORGANIZATION

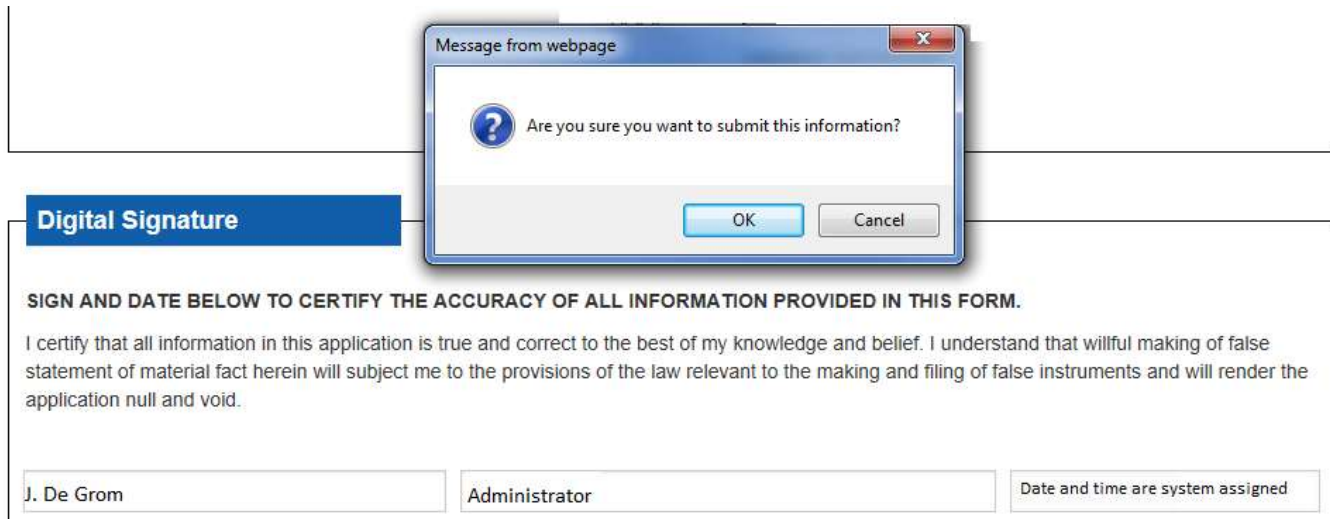
DATE

Save & Complete Later

Submit Form

Save and Complete Later – If you do not want to submit the form at this time, click Save & Complete Later. This will save your work and return you to the Property List page where the status for this BBL will show “In-Progress.” You may return to complete the form in this session, or log off and complete it at another time.

Submit Form – If you are satisfied that the form is accurate, click Submit Form. You will be asked to verify if you want to submit the form as completed.



The screenshot shows a web form interface. A modal dialog box titled "Message from webpage" is centered on the screen, asking "Are you sure you want to submit this information?" with "OK" and "Cancel" buttons. Below the dialog, on the left, is a blue button labeled "Digital Signature". The main form area contains a bold instruction: "SIGN AND DATE BELOW TO CERTIFY THE ACCURACY OF ALL INFORMATION PROVIDED IN THIS FORM." followed by a certification statement: "I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of 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 the application null and void." At the bottom, there are three input fields: the first contains "J. De Grom", the second contains "Administrator", and the third contains "Date and time are system assigned".

Click OK to submit or click Cancel to keep the form active and not submit.

If you submit, you will see the screen below.



The screenshot shows the NYC Department of Finance Commercial Exemptions page. The header includes the NYC Department of Finance logo and the text "Commercial Exemptions Property Tax Exemption/Abatement Renewals". A navigation bar contains links for "Property List", "Owner Information", "Contact Us", "Change Password", and "Log off". Below the navigation bar, it says "logged-in as: ABC Commercial". The main content area displays "2016/17 ICIP ICIP CCU Form" and a message: "Congratulations on submitting your certificate of continuing use." At the bottom, there are two buttons: "Print Form" and "Property List".

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You have the option of printing a copy of the form for your records by clicking Print Form. You will receive an email to the address you provided acknowledging receipt of the renewal form. In the Property List, the form for the BBL you just submitted will say Completed. See below.

[Property List](#) [Owner Information](#) [Contact Us](#)

[Change Password](#) [Log off](#)

logged-in as: MANAGING AGENT

Property List

NFP Users - Below is a list of the properties that the Department of Finance (DOF) has on record as being owned by your organization. You are required to complete a renewal form for each Borough-Block-Lot (BBL). You may start the renewal process for any BBL at any time by clicking on the form type in the column titled "Forms".

If you believe that a BBL listed here is not owned by your organization, or if you believe that this list is missing a BBL that you do own that requires a not-for-profit renewal form, please contact DOF by clicking [here](#). Be sure to include the BBL and/or the premise address of the property in question. Please note you are required to complete a shortened renewal form for any property on your list that you may have recently sold.

ICIP/ICAP Users - Below is the Certificate of Continuing Use (CCU) for the Borough-Block-Lot (BBL) and associated ICIP or ICAP Application Number you are required to complete. Each BBL/Application Number has a unique User ID and password. [Contact Finance](#) if you have questions.

CERP Users - Below is the renewal form for the Borough-Block-Lot (BBL) and associated CERP application number you are required to complete. Each Application Number has a unique User ID and password for both Owner and Tenant users. [Contact Finance](#) if you have questions.

Show Status

All ▼

Number of Properties: 1

Property Address	Borough	Block	Lot	Application Number	Status	Forms
123 Main Street	Brooklyn	987	65	9999	Completed	ICIP