

1 Complete Condo Termination filing

You must file online by completing the online RP602-C application available at www.nyc.gov/condoefile. You will need your NYC.ID to access the application.



You will be guided through the process step-by-step. Check out the Condo E-Filing Quick Reference Guide at www.nyc.gov/apportionments for a preview.

Before you submit the application, please make sure that there are no outstanding taxes or Environmental Control Board judgment debts associated with the properties:

- To check for outstanding taxes, log on to www.nyc.gov/nycproperty and view the “Account Balance” and “Account History” screens.
- To check for Environmental Control Board judgment debts, visit www.nyc.gov/citypay and select option six, “Violations Adjudicated by the Office of Administrative Trials and Hearings (OATH) (formerly ECB).”

- Also, please ensure that the sponsor of the condo matches the name on the latest deed.

2 Pay for the new tax lots

You will receive an email when the Department of Finance approves your application.

You must then print the completed RP602-C online filing and have your architect or professional engineer draft a sketch of the tax lot for the condominium.

Bring the printed application and the sketch to the Department of Finance’s Tax Map Office, located on the second floor of 66 John Street in Manhattan.

Please be sure to bring the invoice that printed with the RP602-C. Once you pay the fee, you will receive the tentative lot numbers. (Make sure you keep your receipt.)

3 File your tentative lots with the NYC Department of Buildings and agencies

You will need to record a condo termination document in ACRIS against the entire condominium prior to filing for final termination with the Department of Finance. You will also need to file your termination with the New York State Attorney General’s office and a subdivision-improved (SI)

filing with the New York City Department of Buildings.

Please allow time for these requirements as they may take several months to complete.

4 Return to the Department of Finance for your tax lot numbers

When you have all of the required documents listed below, you must submit them in person to the Department of Finance’s Tax Map Office for final approval.

The documents you will need to submit are:

- The printed RP602-C filing with an approved diagram
- Your receipt from the Department of Finance for your condo lot payments
- The latest deed for each existing lot
- A copy of the approved subdivision-improved (SI) filing from the Department of Buildings
- An affidavit from the owners or sponsors of the condo stating that no sales of the condominium have taken place if there aren’t any recorded deeds
- A letter from the New York State Attorney General’s Office stating that the condominium has been dissolved
- A copy of the condominium termination documents

Condo Termination Tax Map Process: A Step-by-Step Guide, continued

recorded in ACRIS

After confirming that you have provided all of the necessary documents, the Tax Map Office will provide you with a copy of your intake sheet as proof of your submission.

5 Approval or rejection

The Tax Map Office will process applications in the order they are received. Generally, after 30 days, you will receive a notification that your application has been approved or rejected.

If you are rejected, you will have the opportunity to amend your application.

Once approved, the Department of Finance will remove the affected condominiums from the digital tax map.

If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at www.nyc.gov/contactdofeeo or by calling 311.

NYC
Department of Finance



nyc.gov/finance