



NEW YORK CITY DEPARTMENT OF FINANCE •
COLLECTIONS DIVISION

**CERTIFICATION OF PRIMARY RESIDENCE FOR CLASS 1 PROPERTY WITH
OUTSTANDING EMERGENCY REPAIR PROGRAM (ERP) CHARGES**

Instructions: Complete and sign the form and submit it by email to taxlien@finance.nyc.gov, or by mail to: NYC Department of Finance, Collections Division, 59 Maiden Lane, 28th Floor, New York, NY 10038.

SECTION A - PROPERTY DESCRIPTION

Borough: _____ Block: _____ Lot: _____

Street Address: _____
NUMBER AND STREET CITY STATE ZIP CODE

Owner Name: _____
FIRST NAME LAST NAME

Owner Name: _____

Phone Number: _____

Email: _____

Please enclose one of the following as proof of residency. Check the box next to the type of proof you have enclosed.

- Government-Issued Photo ID
- Federal Tax Return*
- New York State Personal Income Tax Return*
- Social Security Statement*

* Tax return or Social Security statement must have been issued within the previous 12 months.

SECTION B - CERTIFICATION OF RESIDENCY (To be completed by owner)

I certify that the property listed above is my primary residence. I make this certification under penalty of perjury. I understand that this certification of primary residency may be used for other government administrative purposes.

Name: _____ Signature: _____ Date: _____