New User

- Click on “Create an Account”

Account Registration

- Enter your email address and create a password
- Click “Register”
New Condo E-Filing - Initial Application Process

- Click on “Begin Filing” to start the application filing process

- Choose “New Condo” in the filing type dropdown
- Enter condo name

Search for Initial/Primary Property

Please search for the initial/primary property for this filing using one or more of the search options below. You will be able to add additional properties later in the application. Once you find your property, select it in the search results grid, then click the Start Filing button.
- Search for initial/primary property
  - Search by borough, block and lot, or
  - Search by address and owner
- Click on Find Parcel to search
  - Click on “Start Filing” when result displays
• Application information – Enter the following:
  - Condo Name
  - Number of parent lots
  - Number of lots requested
  - New lot usage
  - Condo Status
• Click “Next” when finished
- Selecting additional parent parcels to be included in the project
  
  *(If project only has one parent parcel this step can be skipped by clicking, “Next”)*
• Verify parcel information is correct, if it is correct click “Next”, if not go back to the appropriate page and make corrections.
• Applicant Information – Enter the following:
  o Application type
  o Full name
  o Address
  o Phone number
  o Email
• Click “Next” when finished
- Architect/Engineer information - Provide the following information:
  - Choose Architect from the list selection *(If architect is not listed choose “Not Listed”)*
    - Highlight record and click “Select”
  - Address
  - Phone number
  - Email
  - Click “Next” when finished
• Submitting Application
  o Prior to Submitting application you can print a draft for your records
  o When completed click “Submit”
New Condo E-Filing – Condo Worksheet Application Process

- Search for Condo Project by the following criteria
  - Project number
  - Condo number
  - Condo name
  - Borough, block, lot
- Click “Search” after entering criteria
- Click “Start Filing” under the “Search Results” section

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<table>
<thead>
<tr>
<th>Project Number:</th>
<th>Condo Number:</th>
<th>Condo Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Search Results**

<table>
<thead>
<tr>
<th>Project Num</th>
<th>Applicant Name</th>
<th>Condo Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 10
- Click on the “Development Information” section
  - Enter the following:
    - Easements Y/N
    - Number of Condo Lots
    - Land Square Feet
    - Common Area Square Feet
    - Building Gross Square Feet
• Click on the “Child Lot Information” section
  • Click on “Download” (Choose type of file)

  ![Condo Worksheet]

  - Click “Save”

  ![Save dialog box]

  - Click “Open”

  ![Open dialog box]
- Spreadsheet will open, enter required information, save when finished
- Click “Upload”, choose file and upload spreadsheet
- Information will be uploaded into the grid
- Click “Next” when finished
• Click on the “Building Information” section
  o Click on the “Add” button to enter the building information
  o Click “Next” when finished
On the “Building Child Lots” section
  - Choose the condo lot range
    - Under the “From” section, click on menu icon and choose the lowest lot
    - Under the “To” section click on menu icon and choose the highest lot
• Review application prior to submitting
• When ready to complete application click on the “Submit” section and then the “Submit” button

You will be redirected to a confirmation page and have the option to print your filing