

# Condominium Amendment and Approval Process

This procedure outlines what Finance requires to apportion and approve a new condominium. Our goal is to make sure the public understands our review process and knows exactly what information and documents are required.

## I. Background

The New York State Real Property Law RPL - Article (9-B) lists the legal requirements and necessary documents for Finance to create and assess condominiums. The most important documents we need are the declaration (RPL§339-n) and the floor plans (RPL §339-p). Also, it is important that the information you give to Finance is correct and consistent on all documents.

## II. Condominium Amendment & Approval Process

### Step 1 - Request Lot Assignment

Use the Online E Filing System for Condominium Amendments that require apportioning or merging of condominium lots. For all other types of Condominium Amendments please submit a paper application.

Complete your Condominium Application (RP-602CA) online at [nyc.gov/condoefile](http://nyc.gov/condoefile), and request tentative lots. Upon submission of your request, print out the application, and Payment invoice for the tentative lots requested. Lots are assigned for one year. Payment for the lots should be made at the Manhattan Business Center. Please note, prior to submission the application must be signed, and the diagram of the lot configuration affixed to the application.

Submit your completed Application for Condominium Amendment and Approval (RP-602CA) along with receipt of payment in person to the Tax Map Office. Tax Map Office will assign a Condominium Number to the project and a lot numbers for each condo unit.

- New Lot Assignment and Fees: The Tax Map Office issues lot numbers for all apportionments, including condominiums. Finance collects \$73 for each new lot number, payable at the time of the initial application. Lots are tentative until final approval is received from the Tax Map Office.
- Even if a fee was previously paid, a new fee will be required for each tax lot if any of the circumstances apply:
  - a. owner changes
  - b. lot subdivision configuration changes
  - c. condo subdivision and/or number of units changes
  - d. tentative lots expire after one year

### Step 2 - Submit Completed Condominium Amendment Application Package

Submit Application for Condominium Amendment and Approval Package after receiving approval from the following:

- a. Attorney General's Office: Corresponding Acceptance letters.
- b. Department of Buildings approved Subdivision of Condominiums (SC) if applicable.

Please submit package in person to the Tax Map Office. Finance can only approve completed packages, which consist of the following:

1. Printed Condominium Application (RP602CA) with approved diagram and worksheet. Go online into the E filing System complete the electronic worksheet and submit electronically to the Tax Map Office. [nyc.gov/condoefile](http://nyc.gov/condoefile), Upon completion of the electronic worksheet print a copy and include it with your application package.
2. Deed for existing lots
3. Two copies of the floor plans with professional seal and signature. Floor plans must be notarized.

4. Two copies of amended condo declaration (Schedule B). Be sure to include exhibits and sign and notarize the documents.

**The Tax Map Office will approve your application quickly and efficiently if you have:**

- ✓ Paid your filing fees;
- ✓ No outstanding real estate taxes, charges or liens.
- ✓ Property owners must resolve certain outstanding judgment summonses adjudicated by the Environmental Control Board (ECB) before applying to divide or merge properties.
- ✓ The information on all of your documents is consistent, for example:
  - **The declarant or sponsor's name** is the same on all documents
  - The **condominium's name and address** is the same on all documents
  - The **block and lot numbers** listed on Schedule B must be the same as the numbers assigned by the Tax Map Office and match the floor plans
  - **Unit designations** are the same on all documents
  - **Floor plans** match the declaration
- ✓ The common interest percentages for all units equals 100%, rounded to four decimal points.
- ✓ The deed must also indicate property ownership in the name of the sponsor/declarant for the land to be apportioned.

**NOTE:** If your application is incomplete or the information contained in your documents are inconsistent, we cannot approve your condominium amendment. We will return the package to you to correct and resubmit to Finance.

### **Step 3 - Condominium Amendment Approval**

When we receive your completed package, Finance will verify:

1. The package contains the documents listed above;
2. The declarant/sponsor is the grantee on the last recorded deed for the property;
3. Common interest percentages for all unit(s) should equals the previous percentage totals.
4. The declaration (Schedule B) is complete. The following items are required to be included:
  - the number of stories, basements, cellars;
  - the number of units;
  - a description of the common elements;
  - la statement of the common interest of each unit owner;
  - and the statement of uses (commercial or residential) for which the building and each unit is intended.
5. There are no open real estate taxes or other agency charges; and
6. Department of Buildings approved Subdivision of Condominiums (SC) if applicable.

The Tax Map Office will then issue a certification directly on the plans that the lot numbers noted on the floor plans match the official tax map lot numbers.

Applicants receive notification of final approval from the Tax Map Office.

### **Step 4 - Condominium Lot Amendment**

Once the Tax Map Office certifies the floor plans, the owner must then record the condominium declaration and certified floor plans using the Automated City Register Information System (ACRIS). Once the documents are recorded, the Tax Map Office will apportion the condominium lots on the City's Digital Tax Map. Finance will then upload the condominium application worksheet directly to the agency's assessment and billing system.

**Return Completed Condominium Amendment and Approval Packages to:**

NYC Department of Finance  
Property Division – Tax Map Office  
66 John Street, 2nd Floor  
New York, NY 10038