STEP 1 - Complete Condominium Termination Application Online at NYC.GOV/CONDOEFILE
   Submit complete application for condominium termination

STEP 2 - Submit Completed Termination Package.
   • A Department of Buildings approved Subdivision of Improved (SI) if applicable.
   • 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 Attorney General’s Office stating that the condominium has been dissolved.
   • A copy of the condominium termination documents recorded in ACRIS.

NEW LOT ASSIGNMENT AND FEES:
   • The Tax Map Office issues lot numbers for all apportionments, including condominiums. Finance collects $73 for each 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
   • Tax map certification: $10.00

Return completed application and package to:
   NYC Department of Finance
   Property Division- Tax Map Office
   66 John Street, 2nd floor
   New York, NY  10038