

ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT Real Property Income and Expense (RPIE)

1. When is the RPIE-2019 due?

The deadline to file your Real Property Income and Expense form is July 1, 2020.

2. What is the period covered by the RPIE-2019?

For most filers, the RPIE-2019 will cover January 1, 2019, to December 31, 2019. For filers using a fiscal year, the period will cover the last fiscal year concluded as of May 1, 2020.

3. What is new for RPIE-2019?

Real estate utility corporation (REUC) owners can add comments to the “Structures and Equipment” spreadsheet (see column L).

4. Who can use the new RPIE Short Form?

For RPIE-2019, owners whose property’s “actual assessed value” as shown on the Department of Finance’s 2020-21 tentative assessment roll is \$250,000 or less can complete a shorter RPIE form if the property is not a hotel. If the property is eligible, you will be given the long or short form options when you begin the filing process online. Either form will fulfill your reporting requirements. Voluntary filers can also elect to use either form.

5. I recently purchased my property and do not have the income and expense information for an entire year. Am I required to file RPIE-2019?

New owners who have not operated the property and do not have income and expense information for this RPIE reporting period do not need to submit an income and expense statement. However, you must submit a claim of exclusion. For more information about how to submit a claim of exclusion, visit www.nyc.gov/rpie. Utility owners cannot file a claim of exclusion.

6. Can someone file the RPIE on my behalf, or does it have to be completed by the property owner?

The RPIE can be filed by the owner or the owner’s representative, lessee, or lessee representative.

- If there is more than one owner, only one of the owners needs to file, provided that the information supplied covers the entire property or lot.
- A person who operates only a portion of a property may not file the RPIE, except in the case of a commercial tenant in a tax-exempt property that is owned by a government agency or a nonprofit corporation.
- If the filer is a lessee, the relationship should be indicated on the form.
- If a corporation, partnership, or limited liability company owns the property, an authorized corporate officer, general partner, or LLC manager or member may file the RPIE form.
- A managing agent, employee, accountant, attorney, or other agent may file the RPIE on the owner’s behalf, but the filer must disclose the name of the owner, and must have knowledge of the facts.

7. If I do not file an RPIE, can the Tax Commission deny my assessment appeal?

Yes. The New York City Tax Commission, by law, can deny a hearing for any property that does not file the RPIE-2019 form by the July 1, 2020, deadline. To retain your right to appeal to the Tax Commission, you must file your RPIE on time.

8. Can I file a consolidated RPIE form for the properties I own?

You can submit consolidated filings for two or more properties that meet the following criteria:

- They are operated as a single economic unit.
- They are located in the same borough.
- They share the same ownership.
- They are in the same tax class.
- They are all hotels if one is a hotel.
- They are located on contiguous lots. (Contiguous lots are defined as those that share an edge or boundary or are neighboring, adjacent, or adjoining.)

Utility owners can file for all of their property and equipment in one filing.

9. Is it mandatory to file the RPIE electronically?

You must file electronically unless you apply for and are granted a waiver from electronic filing. The waiver application is available at www.nyc.gov/rpie. You must submit your waiver application by mail by May 1, 2020. Utility owners are not eligible for a waiver and must file electronically.

10. The RPIE shows that I have to electronically sign the document before I submit it. How do I do that?

Click the “Sign and Submit” button to provide your electronic signature. No other signature is required.

11. Although I have not completed my RPIE form, I am getting a message saying that my RPIE has already been certified. What should I do?

If you receive this error message, please create a new password and submit a new RPIE statement.

12. I want to make changes to my RPIE form but it has already been certified. What should I do?

You can amend your filing before July 1, 2020, by re-entering the system with your password.

13. I filed my RPIE under the incorrect borough, block, or lot number. What should I do?

You must file a new RPIE under the correct borough, block, and lot number. To do so, please exit the application and begin the filing process again, with the correct borough-block-lot number. (To look up the BBL number for your property, visit www.nyc.gov/bbl.) To report any incorrect submissions, send an email to rpie@finance.nyc.gov. In your email, please include the incorrect borough, block, and lot number that you submitted.

14. I am having trouble with, or I have forgotten, my password. What should I do?

Please click the “Forgot My Password” link and submit the required information. The Department of Finance will email you a new password. If you do not receive an email in your inbox by the following day, please check to see if our message has been re-directed to your junk or bulk items folder.

15. Can I file an RPIE-2018?

You cannot file an RPIE-2018 form, as the filing period has expired.

16. I filed or updated the rent roll last year with the RPIE-2018. Do I have to file or update it again this year?

RPIE filers whose properties have an actual assessed value of \$750,000 or greater will be required to file an addendum in April containing rent roll information.

17. Are there penalties for filing, and if so, what are they?

If you are required to file the income and expense statement and it is not received by the July 1, 2020, deadline, the penalty is up to 3% of your property’s actual assessed value. If you are required to file a claim of exclusion and one is not received by the July 1, 2020, deadline, there is a penalty of \$100.