



Storefront Registry

User Guide

A step-by-step guide to help you file information about your storefronts on the Real Property Income and Expense (RPIE) statement

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What You Need to Know to Use the RPIE Application

- **Disable pop-up blockers:** You must disable the pop-up blocker feature in your web browser or add www.nyc.gov to your allowed or trusted websites in the pop-up blocker settings.
- **Remember your password!** Your password and your borough, block, and lot number (BBL) are key to your filing. You will need them both to access filings you have already submitted or saved.
- **End Session:** Click the End Session button that appears on the top of the screen if you want to stop for any reason. Your filing will be saved, and you can return to review or amend your filing later.
- **Revise a filing:** You can change a filing you have already submitted by entering the BBL and password for that filing.
- **Saving your filing without submitting:** See “End Session” above.
- **Submitting your storefront data without an income and expense statement:** Enter section A, Owner/Filer Information, and section B, Contact Information, then click the StoreFront Registry button at the top of the page to skip to the registry. Complete the Storefront Registry section to finish your filing. **NOTE:** If you are a tax class 2 or 4 property owner who is required to file an income and expense statement, or a tax class 2 or 4 property owner who is required to file an exclusion, you cannot complete section S in lieu of these requirements.

Step-by-Step Guide for Filing Storefront Data

This guide is designed to help you complete and submit the Storefront Registry section of the Real Property Income and Expense (RPIE) statement you will file on the Department of Finance's website at www.nyc.gov/rpie.

Tax class 1 filers start by Logging into the System and completing the following sections:

- Section A - Owner/Filer Information
- Section B - Contact Information
- Section S - Storefront Registry for Designated Tax Class 1

Tax class 2 and 4 filers start by Logging into the System and completing the following sections:

- Section A - Owner/Filer Information
- Section B - Contact Information
- Continue through all other sections you must file to complete your income and expense statement or to file an exclusion before proceeding to the next and last section to file storefront information.
- Section S - Storefront Registry for Tax Class 2 & 4

Logging into the System

1. Type www.nyc.gov/rpie into your browser.
2. Click on the link labeled [RPIE Statement Electronic Filing](#).

The deadline to file your RPIE statement is June 1, 2020. File your RPIE here: [RPIE Statement Electronic Filing](#).

A new window will open to the RPIE home screen.

3. At the bottom of this page, select RPIE Filing: RPIE (2019)

A new screen will open.

4. Enter your borough, block, and lot numbers in the fields provided and select Start a New RPIE.

The screenshot shows a web form titled "Enter a Borough, Block and Lot". It contains four input fields: "Borough:" with a dropdown menu showing "MANHATTAN", "Block:" with the value "00000", "Lot:" with the value "0000", and "Easement:" which is empty. Below the form is a list of actions, each with a radio button: "Start a New RPIE", "Start a New RPIE Pre-Filing Last Year's RPIE Information", "Continue RPIE Previously Started", "Amend a Filed Return", "View Your Return - To view your prior year return click here: [checkbox]", and "Check Your Filing Status". Red arrows point from the text in step 4 to the "Borough", "Block", and "Lot" fields, and from the text "select Start a New RPIE" to the "Start a New RPIE" radio button.

(You can find the borough, block, and lot on your annual notice of property value or on the property tax bill you receive from the Department of Finance. You can also find it by visiting www.nyc.gov/bbl.)

A box will appear at the bottom of the screen and you must create a password to continue filing information for this BBL. Simply type over the asterisks shown in the box.

Remember your password: You will need your borough-block-lot number and the password you entered if you want to return to review or amend your filing later.

Once you have entered your password, select Next and continue to **Section A - Owner/Filer Information**.


Review Income & Expense
Worksheet for 2019

*To start a New RPIE filing, enter a new password in both boxes in the area below.
(NEW password must be at least 8 characters with at least 1 number and 1 letter,
only special characters @, # and \$ are allowed).*

Create a password:

Re-enter password:

Thank You



Section A - Owner/Filer Information

1. Enter owner name in 1a and EIN or SSN in 1b or 1c.
2. Enter an additional owner's name in 1d and EIN or SSN in 1e or 1f, if applicable.
3. Enter the name of the authorized person filing the RPIE in 2a if not the owner. The filer may be an authorized representative or lessee. Also, enter the filer's EIN or SSN in 2b or 2c. Use the dropdown box to select the filer's relationship to the property if the filer is not the owner.

Continue with **Section B - Contact Information**.

SECTION A - OWNER / FILER INFORMATION		Is this filing for consolidated lots? Check if YES <input type="checkbox"/>	
1a. Owner's Name (Correct if different)	<input type="text"/>	b. <input type="radio"/> EIN	c. <input type="radio"/> SSN <input type="text"/>
d. Additional Owner's Name (if applicable)	<input type="text"/>	e. <input type="radio"/> EIN	f. <input type="radio"/> SSN <input type="text"/>
2a. Name of Entity Filing (if different from the owner)	<input type="text"/>	b. <input type="radio"/> EIN	c. <input type="radio"/> SSN <input type="text"/>
d. Filer's Relationship to the Property	<input type="text" value="OWNER"/>		

Section B - Contact Information

Enter all contact information for the individual designated to respond to questions about this filing. This individual will receive a confirmation email once the storefront registry filing is submitted. Email address and cell phone number must be entered.

SECTION B - CONTACT INFORMATION			
1. Contact Name	<input type="text"/>	2. Firm Name	<input type="text"/>
3. Address	<input type="text" value="59 Maiden"/>		
City	<input type="text" value="NY"/>	State	<input type="text" value="NY"/>
		Zip	<input type="text"/>
4. Cell Phone# (555)555-5555	<input type="text"/>	5. Alternate Phone# (555)555-5555	<input type="text"/>
6. E-mail Address	<input type="text" value="dddd@d.com"/>		

Next:

Tax class 1 filers proceed to **Section S - Storefront Registry for Designated Tax Class 1** to file your storefront information.

Tax class 2 and 4 filers proceed to file your income and expense statement or exclusion before proceeding to **Section S - Storefront Registry for Tax Class 2 & 4**.

Section S - Storefront Registry for Designated Tax Class 1

Are you a designated tax class 1 property?

To see if your property is a designated tax class 1, refer to the list found at www.nyc.gov/storefrontregistry and select the section "Tax Class One Properties." Properties on the list are tax class 1 mixed use buildings located in a commercial area. If your property is on the list, you may need to file.

Do you have to file?

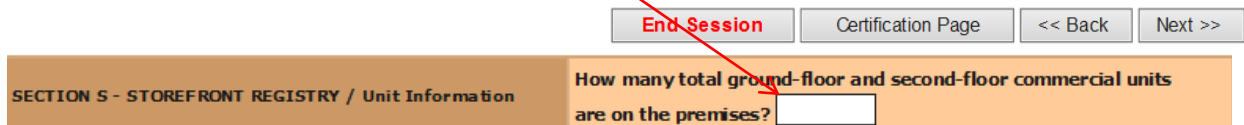
You will need to file if the ground-floor or second-floor storefront space was vacant or owner-occupied for any amount of time in the 12 months before January 1 of the current calendar year. If you leased to one or more tenants for the entire 12 months before January 1, you do not need to file.

If you need further information, please call 311 or contact us at rpie@finance.nyc.gov.

How to File

Enter Units

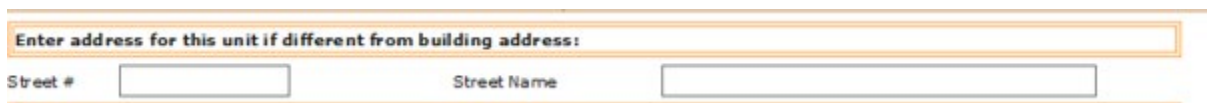
1. Start by entering the total number of ground-floor and second-floor commercial units on the property and proceed to the next step.



The screenshot shows a navigation bar with buttons: "End Session" (in red), "Certification Page", "<< Back", and "Next >>". Below the navigation bar is a form section with a header "SECTION S - STOREFRONT REGISTRY / Unit Information" and a question "How many total ground-floor and second-floor commercial units are on the premises?" followed by an input field. A red arrow points from the text "proceed to the next step" in the previous block to the "Next >>" button.

Note: If you do not have any commercial units to report, enter 0 above and then select **Certification Page** or **Next** at the top of the screen to complete your filing.

2. Enter Street Number and Street Name only if the unit's address is different from the building's address. Note that the system will default to the property address if you leave this blank.



The screenshot shows a form section with a header "Enter address for this unit if different from building address:". Below the header are two input fields: "Street #" and "Street Name".

3. Select a description for the unit and enter the total floor size* in whole numbers.

Select Unit Description:

1. Ground-floor unit with street entrance 2. Ground-floor unit with interior entrance
 3. Second-floor unit with street entrance 4. Second-floor unit with interior entrance

Enter unit's total floor size in square feet:

*Floor Size is the total area in square feet of the unit that the tenant occupies to conduct their daily business, plus the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.

4. Once you have completed steps 1 through 3, select Add Unit.

Select Unit Description:

1. Ground-floor unit with street entrance 2. Ground-floor unit with interior entrance
 3. Second-floor unit with street entrance 4. Second-floor unit with interior entrance

Enter unit's total floor size in square feet:

If you have only 1 unit: Proceed to the next step.

If you have 2 units: Repeat steps 1 through 4 to add the second unit.

5. To add the required information for a unit, start by clicking the Add or Update button in the Occupancy Action column.

SECTION 5 - STOREFRONT REGISTRY / Unit Information How many total ground-floor and second-floor commercial units are on the premises?

Unit # 3 **Unit successfully added. Total units reached.**

Enter address for this unit if different from building address:

Street # Street Name

Select Unit Description:

1. Ground-floor unit with street entrance 2. Ground-floor unit with interior entrance
 3. Second-floor unit with street entrance 4. Second-floor unit with interior entrance

Enter unit's total floor size in square feet:

Unit Action	Unit #	Address	Unit Description	Floor size in square feet	Number of Occupancies	Occupancy Action
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	47-14 Unit A Vernon Blvd	1	1,000	00	<input type="button" value="Add or Update"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	47-14 Unit B Vernon Blvd	1	500	00	<input type="button" value="Add or Update"/>

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Enter Occupants

Follow the lines on the screen and enter all information requested.

1. **Line 1:** Was the unit leased to any tenant for the entire 12 months before January 1? Yes ___ No ___

This includes leasing to one or more tenants for the entire 12 months. If you enter Yes, you do not need to file a Storefront Registry statement. If you entered No, proceed to the next question in line 2. Note: If the unit is or was owner-occupied during the prior year, this does not satisfy the definition of being leased to a commercial tenant for this question; if the unit is owner-occupied or vacant you should enter No to this question.

2. **Line 2:** Was this unit leased to a tenant for any time in the three years before January 1 of the current calendar year?

- **Yes**, the screen form will proceed with **line 3**.
- **No**, the screen form will proceed to the next section, **Enter Additional Owner Questions**.

3. **Line 3:** Enter the expiration date for the most recent lease.

4. **Line 4:** Select the primary business activity from the drop-down menu; see Appendix A for descriptions.

5. **Line 5:** Enter the average monthly rent per rentable square foot (PSF) received for this lease. To calculate this figure:

1. **Calculate** the Average Monthly Rent by dividing the total amount that was charged for the premises during the reporting period (e.g.; 1/1/2019 through 12/31/2019) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for 10 months of 2019 and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$6,000.
2. **Determine** the unit's Rentable Square Footage. You can calculate this by adding the total tenant-occupied square footage of the unit and the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.
3. **Divide** Average Monthly Rent by Rentable Square Footage. Round to the nearest integer. Enter this number.

6. **Line 6:** Has unit undergone construction or alteration during the three years preceding January 1 of the current calendar year?

If you enter Yes, enter the Project Start Date and Project End Date (Actual or Expected) for up to three different projects you may have undertaken in the last three years.

7. **Line 7:** Is the unit available to lease at the time of this filing?
8. Click the **Add Occupancy** button and then click **Back to Unit Information** at the bottom of the screen. If you have a second unit to update, return to Step 8 under **Enter Units** and follow instructions to add an occupant to the unit.

Enter Additional Owner Questions

Follow the lines on the screen and enter all information requested.

1. **Line 1:** Was this unit occupied by an owner for any time in the three years before January 1 of the current calendar year?

If yes, enter the following:

- Last date the owner occupied this unit
- Primary Business Activity from the drop-down menu; see Appendix A for descriptions

2. **Line 2:** Has unit undergone construction or alteration during the three years preceding January 1 of the current calendar year?

If you enter Yes, enter Project Start Date and Project End Date (Actual or Expected) for up to three different projects you may have undertaken in the last three years.

3. Click the **Add Occupancy** button and then click **Back to Unit Information** at the bottom of the screen. If you have a second unit to update, return to step 8 under Enter Units and follow instructions to add an occupant in the unit.

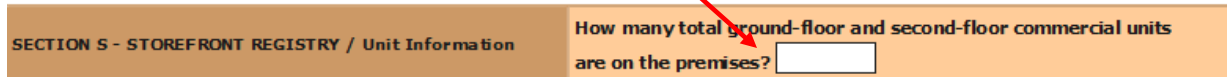
Certify and Submit Your Registry Statement

When entry of each unit's occupancy information is complete, select the **Certification Page** button at the top of the Unit Information screen and follow the instructions to complete your filing.

Section S - Storefront Registry for Tax Class 2 & 4

Entering Storefront Units

1. Enter a number between 0 and 200 for the total ground-floor and second-floor commercial units on the property.



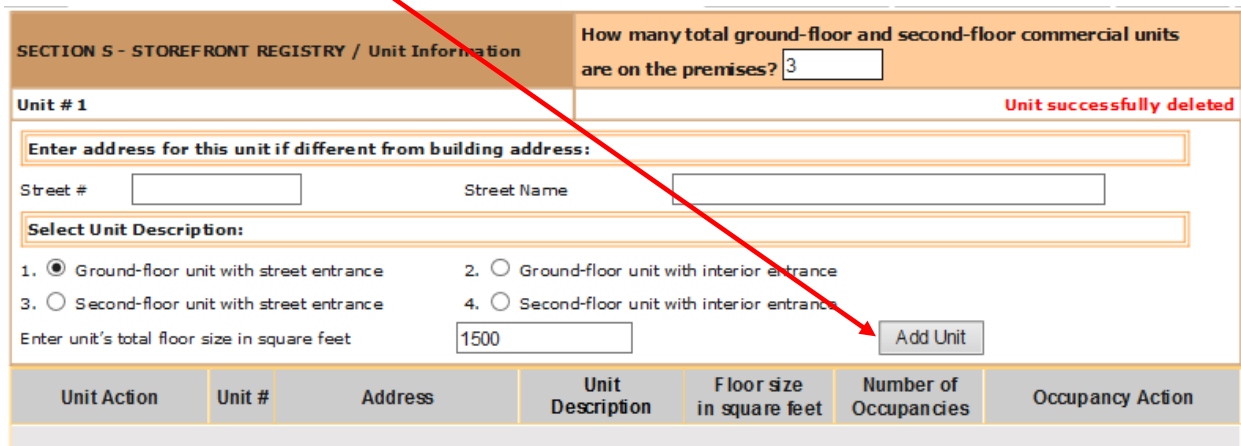
SECTION S - STOREFRONT REGISTRY / Unit Information

How many total ground-floor and second-floor commercial units are on the premises?

- If you do not have any commercial units to report and enter 0, select **Certification Page** or **Next** at the top of the screen to complete your filing, or select **Back** to return to your Income and Expense sections and review or modify your filing.
 - If you entered one or more, proceed to step 2.
2. Enter the Street Number and Street Name for the first unit you will add, if the storefront address is different from the building address. If you leave this blank, the system will default to the property address.
 3. Select the unit description for the unit.
 4. Enter the square footage of this unit.

Note: this number must be an integer and should be the total area expressed in square feet of the unit that the tenant occupies to conduct their daily business **plus** the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.

5. Select add unit button after all information is entered on this screen.



SECTION S - STOREFRONT REGISTRY / Unit Information

How many total ground-floor and second-floor commercial units are on the premises?

Unit # 1 Unit successfully deleted

Enter address for this unit if different from building address:

Street # Street Name

Select Unit Description:

1. Ground-floor unit with street entrance 2. Ground-floor unit with interior entrance
3. Second-floor unit with street entrance 4. Second-floor unit with interior entrance

Enter unit's total floor size in square feet

Unit Action	Unit #	Address	Unit Description	Floor size in square feet	Number of Occupancies	Occupancy Action
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Repeat steps 2 through 5 until the number of units added equals the number of units you entered in step 1.

Entering Unit Occupants

- Starting with the first unit select the **Add or Update** button in the Occupancy Action column and begin adding occupants.

SECTION 5 - STOREFRONT REGISTRY / Unit Information

How many total ground-floor and second-floor commercial units are on the premises?

Unit # 4 Unit successfully added. Total units reached.

Enter address for this unit if different from building address:

Street # Street Name

Select Unit Description:

1. Ground-floor unit with street entrance 2. Ground-floor unit with interior entrance
 3. Second-floor unit with street entrance 4. Second-floor unit with interior entrance

Enter unit's total floor size in square feet

Unit Action	Unit #	Address	Unit Description	Floor size in square feet	Number of Occupancies	Occupancy Action
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	46-30 VERNON BOULEVARD	1	1,500	00	<input type="button" value="Add or Update"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	46-30 VERNON BOULEVARD	1	1,000	00	<input type="button" value="Add or Update"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	3	46-30 VERNON BOULEVARD	3	1,000	00	<input type="button" value="Add or Update"/>

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- Choose Occupant Type: Owner, Tenant, or Vacant.

SECTION 5 - STOREFRONT REGISTRY / Occupancy Information

Unit # 1 Please select Occupant Type

Occupant # 1

Select Occupant Type

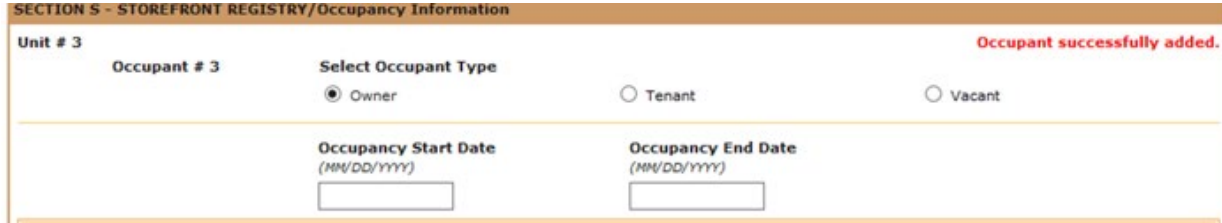
Owner Tenant Vacant

Occupancy Start Date (MM/DD/YYYY)

Occupancy End Date (MM/DD/YYYY)

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date

3. Enter the start and end dates for that occupant.

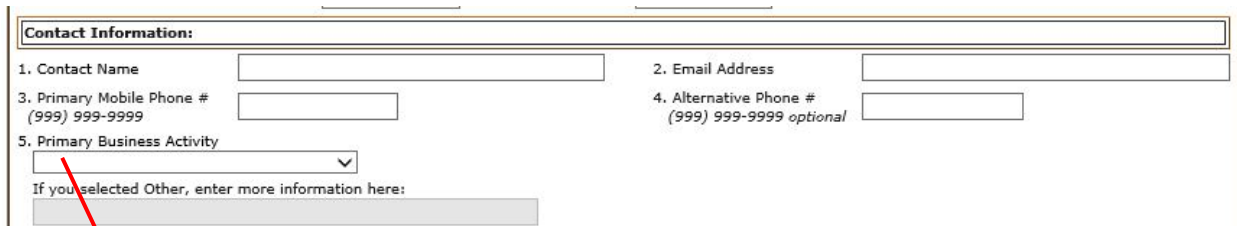


- For **owner**, the start date is the first day that the owner occupied the space and the end date is the last day the owner occupied the space. Proceed to the next step.
- For **tenant**, enter the start and end dates in the lease. Proceed to the next step.
- For **vacant**, the start date is the first day the space became vacant and the end date is the last day the unit was vacant. Proceed to add the vacant period.

For each unit, you must enter each tenant, owner, or vacant start and end dates that cover the entire 12-month period being reported (e.g., 1/1/2019 through 12/31/2019). While recommended, you do not need to enter occupants in chronological order; the system will automatically sort occupants in the units from earliest to latest.

Owner or Tenant Occupancies

1. Enter the contact information for the person designated by the property owner to manage the premises on behalf of the owner:



Select the Primary Business Activity from the dropdown menu; see Appendix A for descriptions.

2. Enter occupant lease information lines 6 through 9 for the tenant only; for the owner, enter only line 6:

Occupant Lease Information :

6. Average monthly rent PSF for the entire period

7. Existing Lease Concessions

N/A or None

Number of Months Rent-Free

Reduced Starting Rent or Rent Abatement Amount

Improvement or Cash Allowance Amount

Other

8. Is the tenant's rent scheduled to increase this year? Yes No

9. Does the tenant's lease terms provide scheduled rent increases after this year? Yes No

- i. **Line 6** - the average monthly rent per square foot for the period.
 - For owner, enter 0.
 - For tenant, calculate average monthly rent per square foot as follows:
 - a. **Average monthly rent** - Calculate the average monthly rent by dividing the total amount that was charged for the premises during the reporting period (e.g., 1/1/2019 through 12/31/2019) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for the entire 12 months of 2019 and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$5,000.
 - b. **Rentable square footage** is the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business **plus** the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.
 - c. **Average monthly rent per rentable square foot** is the result of Average Monthly Rent divided by Rentable Square Footage, rounded to whole dollars. **Enter this number.**
- ii. **Line 7** - for tenant only, select one of the following lease concessions:
 - N/A or none
 - Free rent with entered # of months
 - Reduced starting rent or rent abatement with entered \$s
 - Improvement or cash allowance with entered \$s
 - Other (if selected, you will be prompted to enter a description of the concession)
- iii. **Line 8** - for tenant only, answer Yes or No
- iv. **Line 9** - for tenant only, answer Yes or No

Once all information for the owner or tenant occupant is entered above, select **Add Occupancy**. To add more occupants for this unit, select **Back to Unit Information** at the bottom of the screen.

Vacant Periods in a Unit

Average monthly rent PSF under the most recent lease for this unit:

Construction or alteration information:

Was the unit under construction or alteration during the period entered? Yes No

If "Yes":

1. DOB Job Number

Project Start Date (MM/DD/YYYY) Actual/Expected Project End Date (MM/DD/YYYY)

To add another job number check here:

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date

1. Enter all information requested:

i. Average monthly rent per square foot under the most recent lease

- Calculate average monthly rent per square foot as follows:
 - a. **Average monthly rent** is the total amount that was charged for the premises under the most recent lease agreement divided by the number of months that the premises were leased in the reporting period, which is not to exceed 12 months. For example, if the tenant occupied the unit for an entire 12 months and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$5,000.
 - b. **Rentable square footage** is the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business plus the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.
 - c. **Average monthly rent per rentable square foot** is the result of Average Monthly Rent divided by Rentable Square Footage, rounded to whole dollars. **Enter this number.**
 - d. **Note:** If the unit has not been occupied by a tenant subject to a lease under your ownership, enter 0.

- ii. Select Yes or No to the question “Was the unit under construction or alteration during the period entered?” If Yes, enter up to 10 Department of Buildings (DOB) Job Numbers, the Project Start Date, and the actual or expected Project End Date. Note: Project dates must overlap the start and end date of the vacant period.

Once all information for this vacant period is entered, select [Add Occupancy](#). Once you add this occupancy, to add more occupants for this unit or to complete and file your statement, select [Back to Unit Information](#) at the bottom of the screen.

Enter additional occupants until all occupants for a unit are entered and the earliest start date and latest end date covers the entire filing period from January 1 through December 31.

If the system detects any gap in start and end dates for unit occupants, it will highlight the dates where a gap exists.

SECTION 5 - STOREFRONT REGISTRY/ Occupancy Information

Unit # 2 Occupant successfully added.

Occupant # 3

Select Occupant Type

Owner Tenant Vacant

Occupancy Start Date (MM/DD/YYYY)

Occupancy End Date (MM/DD/YYYY)

Occupancy Action	Occupant #	Occupancy Type	Occupant Contact Name	Occupancy Start Date	Occupancy End Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Tenant	John Doe	06/01/1996	05/31/2019
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	Vacant	N/A	06/02/2019	12/31/2019

Once all occupants are entered for the unit you are working on, select the **Back to Unit Information** button. Repeat step 1, go to the next unit, and click the **Add or Update Occupancy** button. Then repeat steps 8 through 11 to add all occupants. Repeat this process until all units have occupant information.

Once done, select the **Certification Page** button and follow the instructions to file your statement.

Note: If your property is subject to a fee for this submission, a notice will be sent to the address on file with instructions on how to pay. Properties that will not be charged a fee include designated tax class 1 not-for-profit organizations that are fully exempt from property taxation under section 420-a or 420-b of the Real Property Tax Law, and any property owned by a federal, state, or local government agency.

Error and Warning Messages

Errors

1. "At least one project must be entered." Correction: you must enter project information if you answered Yes that the unit was under construction or alteration. Otherwise enter No.
2. Enter a 10-digit phone number beginning with the area code, with no spaces (e.g., 2122919999).
3. Enter a valid date.
4. Enter a valid email address (e.g., somebody@somewhere.com).
5. "Improvement or Cash Allowance Amount must be entered." Correction: If you selected "Improvement or Cash Allowance Amount" as a lease concession, you must enter the dollar amount for this concession.
6. The last date the owner occupied the space must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
7. The lease date must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
8. "No Unit Description entered." Correction: Select one of the four options available for unit description.
9. "Number of Months Rent-Free cannot be zero" or "Number of Months Rent-Free must be entered." Correction: You must enter a number that is greater than 0 if you selected "Number of Months Rent-Free" as a lease concession.
10. Number of Months Rent-Free cannot be more than the lease period.
11. Occupancy Start Date must be a valid date.
12. Occupancy End Date must be a valid date.
13. Occupancy End Date must be later than Occupancy Start Date.
14. For tax class 2 and 4 properties, occupancy dates must overlap the filing period. Correction: Fix the start or end date, or both. The start date for occupancy must be before or during the reporting period (January 1 through December 31 of the calendar year for reporting) and the end date must be during or after the reporting period for January 1 through December 31 of the calendar year for reporting.
15. "Other cannot be blank." Correction: You must enter a brief description if you selected Other as a lease concession.
16. "Please enter only these values: '1000000000 to 5999999999'; Enter a valid job number." Correction: Check your job number. Department of Building (DOB) job numbers consist of nine digits; the first digit is from 1-5, and the rest are 0-9.

17. Please enter the unit's total floor size in square feet.
18. Project dates must be within the three years before January 1 of the current calendar year. (Tax class 1 only.)
19. Project dates must overlap the vacancy period.
20. The project end date must be later than the project start date.
21. "Reduced Starting Rent or Rent Abatement Amount must be entered" or "Starting Rent or Rent Abatement Amount cannot be zero." Correction: You must enter a dollar amount greater than 0 if you selected "Reduced Starting Rent or Rent Abatement Amount" as a lease concession.
22. Select Yes or No for question 8.
23. Select Yes or No for question 9.
24. To continue, select Yes if unit was under construction or alteration. Otherwise, select No.
25. Total ground-floor and second-floor commercial units cannot be blank.
26. "Unit count cannot be less than the number of units you have entered." Correction: You are trying to enter a number in Unit Count that is lower than the number of units you have already entered. If you are sure you want to do this, you must delete one or more units to match the new count. First select Delete under the Unit Action column on the unit or units you wish to delete. You can reduce the unit count once you have successfully deleted the number of units you need to delete.
27. Unit count cannot be more than 2. (Tax class 1 only.)
28. Unit count cannot be more than 200. (Tax classes 2 and 4 only.)
29. You have reached the maximum number of units allowed.
30. "You selected Owner. You will lose any lease information you have entered." Correction: You are changing the Occupancy Type for an occupant you have entered. If you are sure you want to do this, any information you entered previously for this occupant will not be saved. If you did not intend to change the type of occupancy, select Cancel so the information you previously entered will not be lost.

Warnings

1. All requested data is not entered. Click OK to continue or CANCEL to return.
2. Are you sure you want to delete this occupant? Click OK to continue or CANCEL to return.
3. Are you sure you want to delete this unit? Click OK to continue or CANCEL to return.
4. The earliest start date and latest end date for this unit do not cover the reporting period, January 1 through December 31. Click OK to continue or CANCEL to return.
5. There are gaps between occupancy start and end dates in this unit. Click OK to continue or CANCEL to return.
6. Total ground-floor and second-floor commercial units cannot be blank.
7. You entered 0 for total commercial units. Any unit information that was entered will be lost. Click OK to continue or CANCEL to return.
8. You entered 0 for total ground-floor and second-floor commercial units. Click OK to continue or CANCEL to return.
9. You entered start and end date for the entire reporting period. Any other occupant information that was entered for this unit will be lost. Click OK to continue or CANCEL to return.
10. You have not added all units. Click OK to continue or CANCEL to return.
11. You have not saved your changes for unit #n. Click OK to continue or CANCEL to return.
12. You selected No. You will lose any project information that was entered. Click OK to continue or CANCEL to return.

Appendix A – Primary Business Activity & Decodes (Alphabetic Order)

#	Primary Business Activity	Description
1	ACCOUNTING SERVICES	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
2	BROADCASTING/TELECOM	Broadcasting (except Internet)
3	EDUCATIONAL SERVICES	Educational Services
4	FINANCE & INSURANCE	Finance and Insurance
5	FOOD SERVICES	Food Services and Drinking Places
6	HEALTH CARE or SOCIAL ASSISTANCE	Health Care and Social Assistance
7	INFORMATION SERVICES	All Other Information Services
8	LEGAL SERVICES	Legal Services
9	MANUFACTURING	Manufacturing
10	MISCELLANEOUS OTHER SERVICE ⁽¹⁾	Accommodation and Food Services
11	MOVIES/VIDEO/SOUND	Motion Picture and Sound Recording Industries
12	OTHER ⁽¹⁾	Unable to Classify
13	PUBLISHING	Publishing Industries (except Internet)
14	REAL ESTATE	Real Estate and Rental and Leasing
15	RETAIL	Retail Trade
16	WHOLESALE	Wholesale

(1) When 10 “MISCELLANEOUS OTHER SERVICE” or 12 “OTHER” is selected, a text field will be open to allow user to enter a value, max characters is 60. Entry of additional info is optional.