NYC Finance

SCRIE

NYC DEPARTMENT OF FINANCE ● TAX AND PARKING PROGRAM OPERATIONS

PROPERTY CHANGE FORM FOR MANAGING AGENT OR BUILDING OWNER INFORMATION

Instructions: Please complete this form to correct errors or request changes to the information on SCRIE TAC Reports. Completed forms should be sent to the SCRIE Unit:

By Mail: NYC Department of Finance, Rent Freeze Program - SCRIE, P.O. Box 3179, Union, NJ 07083
By Email: visit nyc.gov/contactscrie for information regarding emailing your completed form

SECTION I - PROPERTY INFORMATION

I AM REQUESTING A CHANGE FOR PROPERTY (REQUIRED):

1. Borough: _____ Block: _____ Lot: _____
2. Property Address: _____ (NUMBER) _____ (STREET NAME)

_____ (CITY) _____ (STATE) _____ (ZIP CODE)

Please only enter information that you are requesting to have updated:

SECTION II - PROPERTY OWNER INFORMATION

1. Owner Name: _____
2. Owner Organization: _____
3. Mailing Address: _____ (NUMBER) _____ (STREET NAME)

_____ (CITY) _____ (STATE) _____ (ZIP CODE)

4. Telephone Number: (_____) _____ Extension: _____

SECTION III - MANAGING AGENT INFORMATION

1. Agent Name: _____
2. Agent Organization: _____
3. Mailing Address: _____ (NUMBER) _____ (STREET NAME)

_____ (CITY) _____ (STATE) _____ (ZIP CODE)

4. Telephone Number: (_____) _____ Extension: _____

_____ Name of Requestor (please print)

_____ Title/Role

_____ Signature of Requestor

_____ Date

_____ Contact Phone & Email of Requestor (if we have questions about your submission)