



**SCRIE**

# 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, SCRIE Unit, 59 Maiden Lane, 22nd Floor, New York NY 10038

*By Email:* visit [nyc.gov/contactscrie](http://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)