



REQUEST FOR REVIEW OF PROPERTY VALUE FOR TAX CLASS 2 AND 4 PROPERTIES

MAIL TO: NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038 Att: Valuation Policy

INSTRUCTIONS: This Request for Review of Property Value is only for owners of apartment building, office, warehouse, condominium, cooperative and other commercial properties (Tax Class 2 and Tax Class 4). The filing deadline for Tax Class 2 is March 15, 2011 and the filing deadline for Tax Class 4 is April 1, 2011. Filing with the Department of Finance does not replace the need to file a tax appeal with the Tax Commission nor does it affect the deadline for filing with the Tax Commission. See the next page for detailed information and instructions.

Owner's Name:

Notice of Property Value for Tax Year: Employer Identification Number/Social Security Number:

Property Address: Zip Code:

Borough: Block: Lot:

Contact Name: (only if different from owner)

Contact Address: (only if different from property address) Zip Code:

Telephone: Fax: E-mail:

SECTION II - PROPERTY INFORMATION

Property Uses:

Number of Buildings on Lot: Number of Residential Units: Number of Commercial Units:

Is Part of the Property Rented? Yes No If six or more rental units, including one or more commercial units, a copy of an electronically filed Real Property Income and Expense (RPIE) schedule for the most recently ended calendar year or the taxpayer's fiscal year is required.

What Part is Occupied by the Taxpayer's Family or Business? All None Part:

SECTION III - ERROR IN PROPERTY DESCRIPTION OR VALUATION

Check the applicable statements and attach additional documents or calculations as necessary to explain your request.

1. The property is misclassified. The correct class is: Provide a copy of the building's Certificate of Occupancy, if available.

2. Valuation Errors (check all that apply) a. Finance incorrectly estimated gross income. The correct gross income is: \$ b. Finance incorrectly estimated gross expense. The correct gross expense is: \$ c. Finance incorrectly estimated gross square footage. The correct gross square footage is: Please attach a copy of a certified architect's letter to support claimed square footage.

3. Residential Cooperative or Condominium Rental Comparables (List the borough, block, lot and address of the rental properties to be verified as comparables.) Table with columns: BOROUGH, BLOCK, LOT, NUMBER AND STREET ADDRESS. Rows a, b, c.

Owner's Signature Date

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Reason to file this form. Use this form to request a review of your property's market value if you believe Finance has incorrectly estimated the gross income, gross expense or gross square footage of your property. Property owners may also use this form to request a correction of the property's tax classification. In some cases, a change in your property's description will not affect the assessed value on which your taxes are calculated.

Application to the Tax Commission. If you believe your assessed value, exemptions or tax class are incorrect, you may file an application for correction with the Tax Commission. The deadline to file an application with the Tax Commission is **March 1, 2011**. Tax Commission forms may be obtained by calling 311, from the City's website, or at the Friendly Finance Borough Business Centers. An application to the Tax Commission preserves your right to judicial review, including the Small Claims Assessment Review Program available for many owner-occupied residences. **Filing with the Department of Finance does not replace the need to file a tax appeal with the Tax Commission nor does it affect the deadline for**

filing with the Tax Commission.

When to file this form. Finance reviews property values annually and publishes tentative assessments by January 15th. These assessments apply to the City tax year that begins on the following July 1st.

Where to File This Form

Mail this form to:

**NYC Department of Finance
Property Division
66 John Street, 12th Floor
New York, NY 10038
Att: Valuation Policy**

Filing Deadlines

**Class 2 - March 15, 2011
Class 4 - April 1, 2011**

For Further Information

Visit Finance's website at **nyc.gov/finance**, the Tax Commission website at **nyc.gov/html/taxcomm**, or call **311**. If calling from outside New York City, please call 212-NEW-YORK (212-639-9675).