



**City of New York
Department of Finance**

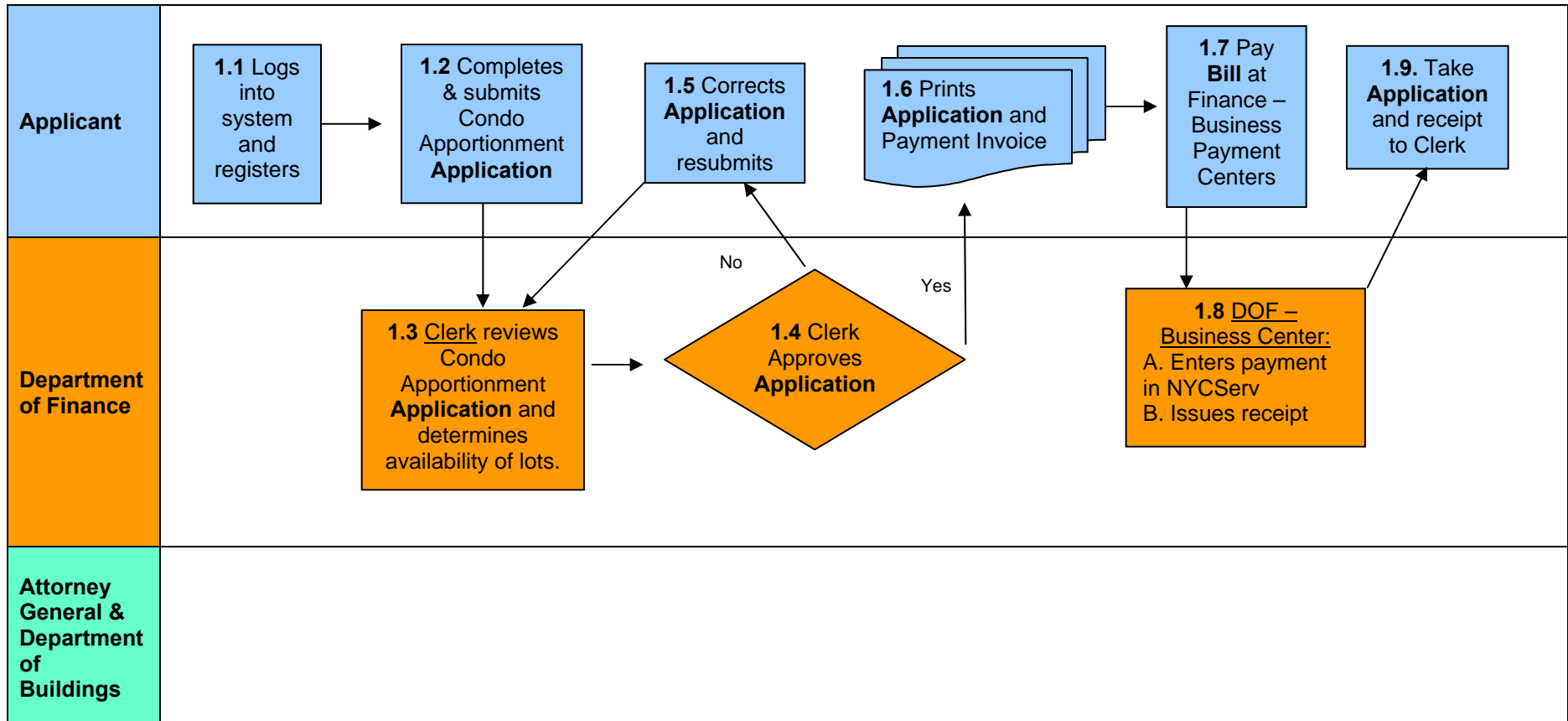
Condominium Apportionment Process

Applicant Workflow Guide


Version 1.7

February 2011

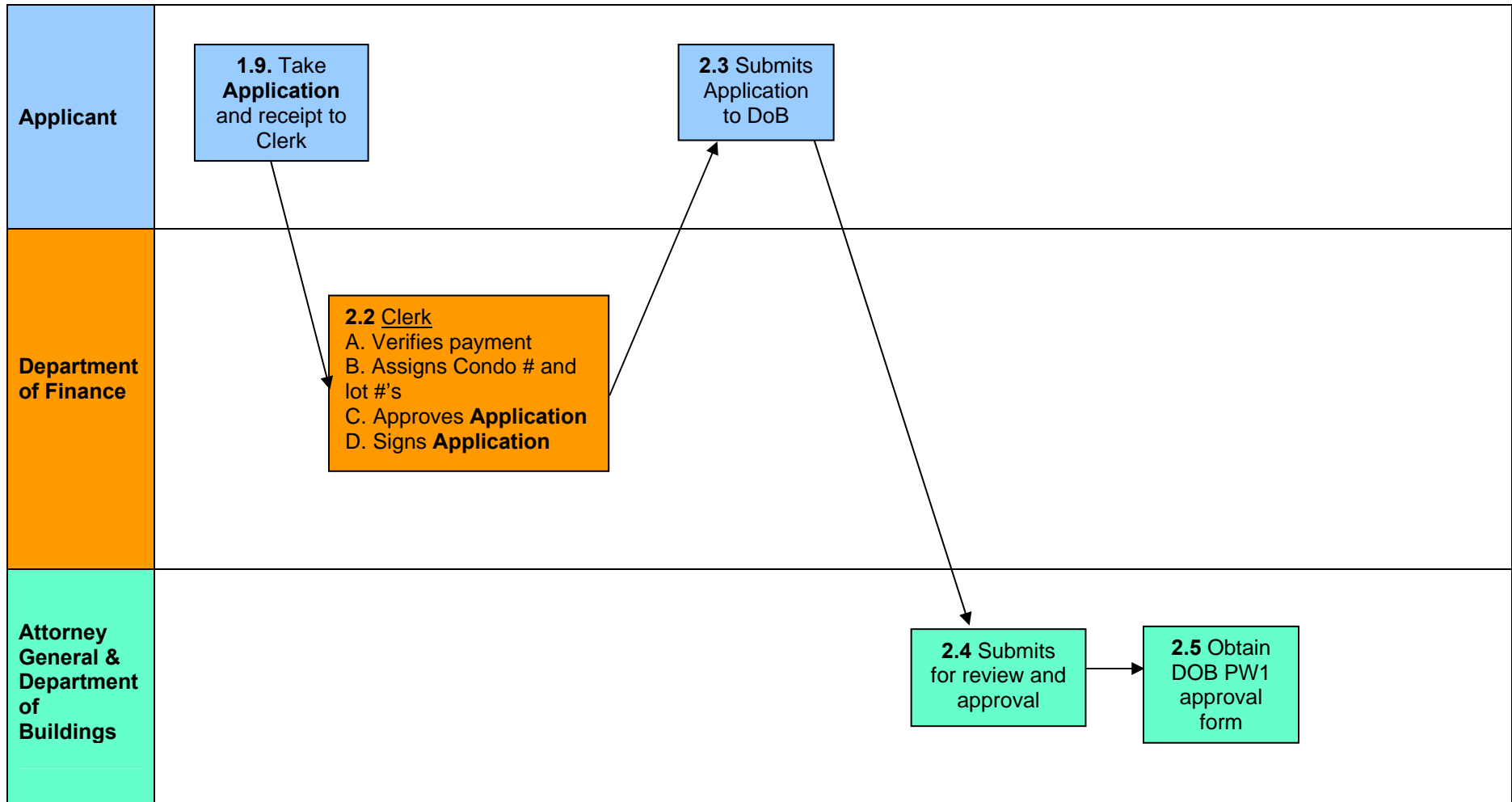
Part 1 - Application



Legend:

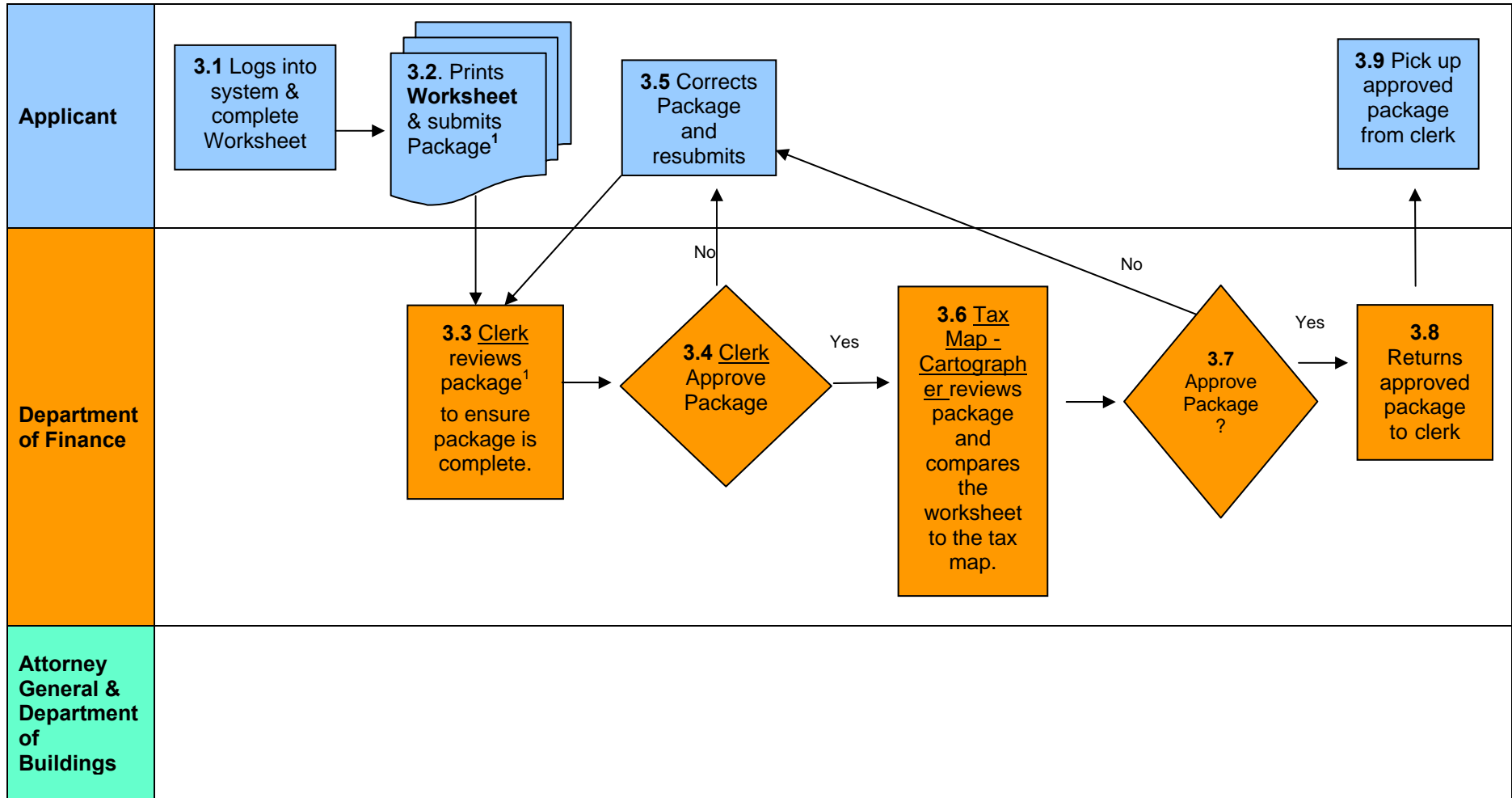
1. Each shape has a number (#.#) to facilitate reading in numeric order
2. Words in **bold** are forms/sections of Condo Apportionment system.
3. Flow chart shapes: *Boxes* (□) are for processes; *Diamonds* (◇) are for decisions with different outputs;  is for physical printouts
4. Basic flow starts at the left side and proceeds to the right side of the page.

Part 2 – Obtain Condo # & Lot #'s and Department of Building (DoB) Stamp



Note: Lot numbers are to be issued by DOF before going to DOB which is performed in Step 2.2.

Part 3 – Worksheet



Note:

1. **Package** represents the completed **Application, Worksheet, PW1 approval**, plans, and all other documents.

Part 4 – Apportionment

