

### **1** Complete the online Condo Amendment filing

You must file online by completing the online RP602-C application available at [www.nyc.gov/condoefile](http://www.nyc.gov/condoefile). You will need your NYC.ID to access the application.



You will be guided through the process step-by-step. Check out the Condo E-Filing Quick Reference Guide at [www.nyc.gov/apportionments](http://www.nyc.gov/apportionments) for a preview.

Before you submit the application, please make sure that there are no outstanding taxes or Environmental Control Board judgment debts associated with the properties:

- To check for outstanding taxes, log on to [www.nyc.gov/nycproperty](http://www.nyc.gov/nycproperty) and view the “Account Balance” and “Account History” screens.
- To check for Environmental Control Board judgment debts, visit [www.nyc.gov/citypay](http://www.nyc.gov/citypay) and select option six, “Violations Adjudicated by the Office of Administrative Trials and Hearings (OATH) (formerly ECB).”
- Also, please ensure that the sponsor of the condo is the board of managers or the

person or entity named on the latest deed.

### **2** Pay for the new tax lots

You will receive an email when the Department of Finance approves your application.

You must then print the completed RP602-C online filing and have your architect or professional engineer draft a sketch of the base lot for the condominium.

Bring the printed application and the base lot sketch to the Department of Finance’s Tax Map Office, located on the second floor of 66 John Street in Manhattan.

Please make sure to bring the invoice that printed with the RP602-C. Once you pay the fee, you will receive the tentative lot numbers. (Make sure you keep your receipt.)

### **3** File your tentative lots with the NYC Department of Buildings and other agencies

If your condo amendment merges two or more lots in a condominium, the Tax Map Office does not require any documentation from the New York City Department of Buildings or other agencies.

If you are subdividing one condo lot into multiple lots, you will need to file your condo application with the New York City Department of

Buildings, and possibly the New York State Attorney General’s Office and other agencies. Please keep in mind that this process can take several months.

### **4** Complete and submit the New Condo Worksheet

Before you can finalize your application, you must also complete the online New Condo Worksheet. The worksheet requires specific information about the building, addresses, and units. See the Condo E-Filing Quick Reference Guide at [www.nyc.gov/apportionments](http://www.nyc.gov/apportionments) for more information.

When completing the worksheet, please make sure that the common interest percentage field under “Parent Lot Information” matches the figure recorded in the existing condo declaration.

### **5** Return to the Department of Finance for your tax lot numbers

When you have all of the required documents listed below, you must submit them in person to the Department of Finance’s Tax Map Office for final approval.

The requirements differ based on the facts of your application, but all applications require the following:

- The printed RP602-C filing with an approved diagram
- Your receipt from the Department of Finance for your condo lot payments

## Condo Amendment Tax Map Process: A Step-by-Step Guide, continued

- A printed copy of the online condo worksheet
- One original and one copy of the amended condominium declaration, including the amended schedule B
- Two notarized sets of floor plans with inked or embossed professional seals which show the existing and proposed layout of the condo

For mergers of condominium units, you will also need the latest deed for each existing lot.

If you are subdividing one unit into multiple units, you will also need the following:

- A copy of the approved subdivision-condominium (SC) filing from the Department of Buildings
- In cases where a no-action condo is being converted into a condo with an offering plan, you must provide two copies of one of the following types of attorney general cover letters:
  - ▶ An initial acceptance letter and an acceptance letter for the amendment that established the effectiveness of the offering plan
  - ▶ If fewer than five units, an initial acceptance letter, notice of effectiveness, and affidavit of service

After confirming that you have provided all of the necessary documents, the Tax Map Office will provide you with a copy of your intake sheet as proof of your submission.

### 6 Approval or rejection

The Tax Map Office will process applications in the order they are received. Generally, after 30 days, you will receive a notification that your application has been approved or rejected.

If you are rejected, you will have the opportunity to amend your application.

The most common reasons new condo applications are rejected are:

- The figures in Schedule B to the declaration do not match your floor plan or worksheet
- The attorney general letters do not show that the plan has been declared effective or expired
- The floor plans are not formatted correctly or are missing required certifications

Once approved, the Department of Finance will return your signed floor plans and condominium declaration to you for recording in the Automated City Register Information System, or ACRIS ([www.nyc.gov/acris](http://www.nyc.gov/acris)).

Once recorded in ACRIS, your condominium will be placed on the digital tax map within two business days. Please note that the tax map and tax bills for the property will not be updated until the documents are recorded in ACRIS.

**If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at [www.nyc.gov/contactdofeeo](http://www.nyc.gov/contactdofeeo) or by calling 311.**

**NYC**  
Department of Finance

