

1 Complete the online Condo Amendment filing

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



Please note that condo-within-a-condo applications are filed online as Condo Amendment applications, not New Condo applications.

You will be guided through the process step-by-step. Check out the Condo E-Filing Quick Reference Guide at 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 and view the “Account Balance” and “Account History” screens.
- To check for Environmental Control Board judgment debts, visit www.nyc.gov/citypay and select option six,

“Violations Adjudicated by the Office of Administrative Trials and Hearings (OATH) (formerly ECB).”

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 tax lot for the condominium.

Bring the printed application along with a letter clarifying that you are requesting a condo-within-a-condo 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 Obtain approval from other agencies

You will need to file your condo application with the New York City Department of Buildings, the New York State Attorney General’s Office, and possibly 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 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 final tax lot number(s)

When you have all required documents, you must submit them in person to the Department of Finance’s Tax Map Office for final approval. As noted in step 2, there can’t be any outstanding taxes or ECB judgments against the properties.

You will need to submit:

- The completed RP-602 form, signed by the Tax Map Office
- Your letter requesting to create the condo-within-a-condo
- A printed copy of the online Condo Amendment Worksheet

Processing & Recording a Condo-within-a-Condo: A Step-by-Step Guide, continued

- Your receipt from the Department of Finance for your condo lot payments
- A deed, lease, or condo declaration that establishes title to the lot to be converted to a condo-within-a-condo
- A copy of the approved subdivision-condominium (SC) filing from the Department of Buildings
- Two copies of the approval letters from the New York State Attorney General's Office
- Two copies of each of the following:
 - ▶ The condo amendment which amends the existing condo
 - ▶ The condo declaration for the condo-within-a-condo
 - ▶ Amended condo plans for the existing condo which show that the condo-within-a-condo is no longer part of the existing condo
 - ▶ New condo floor plans for the condo-within-a-condo

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).

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 or by calling 311.

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