Storefront Registry User Guide

A step-by-step guide to submitting your annual Storefront Registry statement online.

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Overview

The storefront filing requirement applies to all tax class 2 and 4 property owners with ground-floor or second-floor storefronts, even if you are otherwise exempt from filing an annual income and expense statement.

Owners of class 1 properties in commercially zoned areas, known as designated class 1 properties, must register their storefronts if the space was vacant or owner-occupied for any days during the previous year.

In 2024, your Storefront Registry statement will move to a new online system. You will not be able to copy information that you submitted in 2023. To begin filing in 2024, you will start a first-time registration. In 2025 and subsequent years, the application will ask you if you want to start your registration by copying the Storefront Registry statement you filed the year before.

This guide is designed to provide a step-by-step overview of how to create and submit your annual Storefront Registry statement.

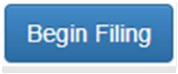
Begin Filing

To begin, log in using your NYC.ID account. If you do not already have one, you will need to create one. To do so, please visit our website.

For all tax class 2 and 4 property owners with ground-floor or second floor storefronts, go to "Storefront Registry for Tax Classes 2 and 4."

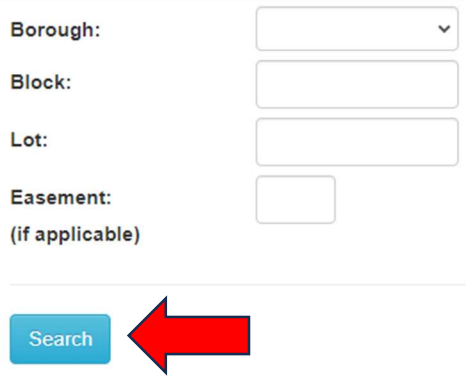
For Designated Class 1 owners, go to "Storefront Registry for Designated Tax Class 1."

Note: If you are on the main menu for all available filings, you will select "YYYY - Storefront Registry for Designated Tax Class 1" or "YYYY - Storefront Registry for Tax Classes 2 and 4," where YYYY in the label is always the reporting year for the available registration period. For instance, in 2024, the menu selection is "2023 - Storefront Registry for Designated Tax Class 1" or "2023 - Storefront Registry for Tax Classes 2 and 4."

Select 

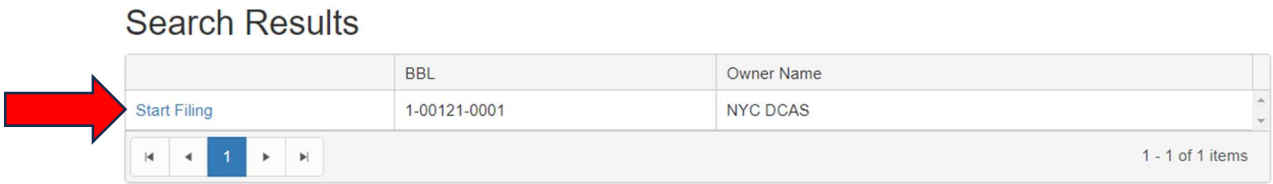
Enter your borough, block, and lot numbers (BBL) and select

.



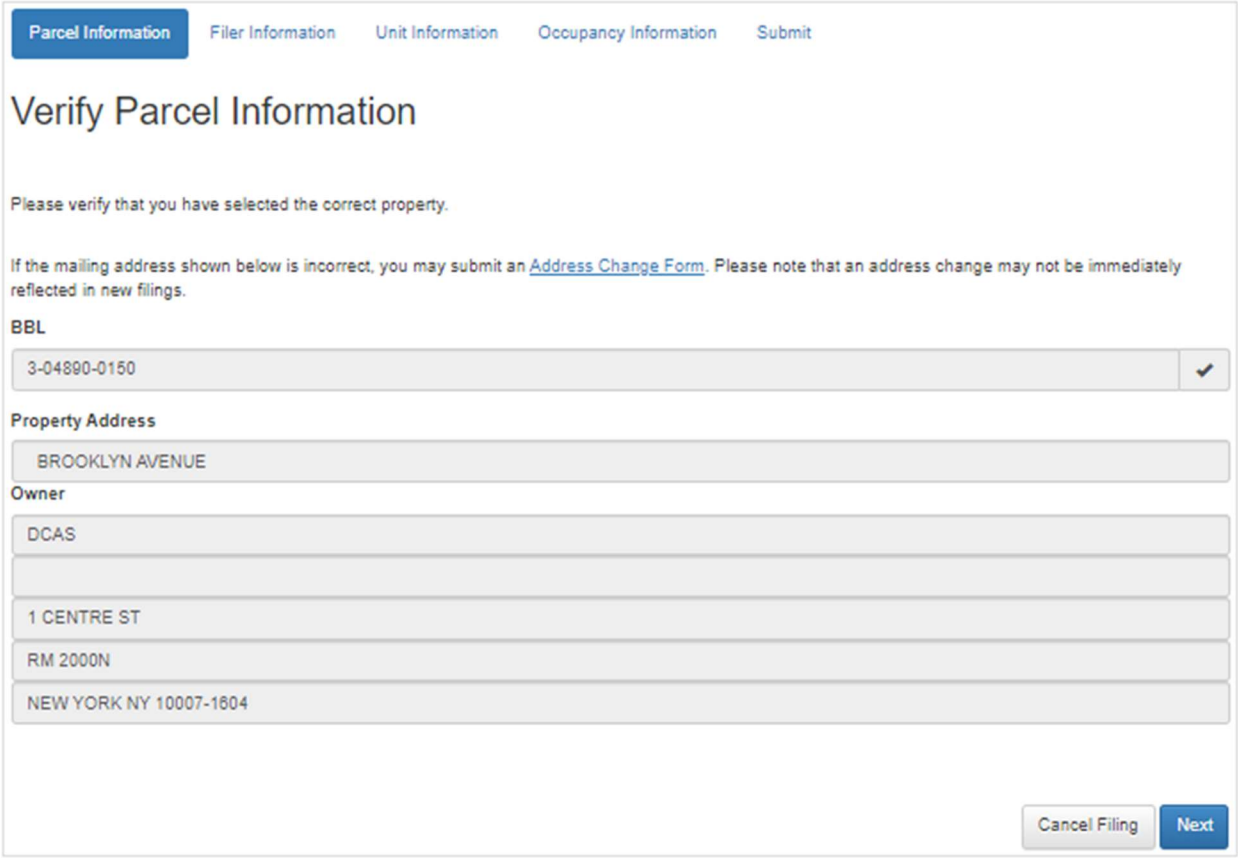
In the Search Results below, select

next to your property.



Verify Parcel Information

Review the Verify Parcel Information screen to be sure that you are filing for the correct property and that the address information is accurate. If you need to update the property's contact information that is shown here, you should select the link for the "Address Change Form" and follow the instructions to report your changes. Note: You must return to this window to continue your Storefront Registry statement.



Click

to continue to the next tab to enter the Filer Information.

Enter Filer Information

Follow the prompts and enter all requested owner and filer information. Complete all fields with a red asterisk * next to them or you will not be able to submit this filing.

Parcel Information | Filer Information | Unit Information | Occupancy Information | Submit

Please enter the following information for the filer of this application:

Filer Information

Owner/Filer Information

Owner's Name: DCAS

Owner EID Type: Need Help? * EID #:

Note: EIN/ITIN/SSN will not show on printouts.

Filer's Name: *

Filer's Relationship to the Property: *

Contact Information

Check here if the filer of the application is also the contact: ☐

Contact Name: *

Address:

ZIP: City: City State:

Cell Phone: (###) ###-#### *

Email: *

Do any of the following conditions apply to your property?

- Property does not have ground floor or second-floor commercial spaces that are or can be used for retail sales to the public.
- Property is exclusively residential and has no commercial space.
- Property is vacant land or is uninhabitable.
- The owner has not operated the property at any time during the reporting period.

*

Previous | Cancel Filing | Next

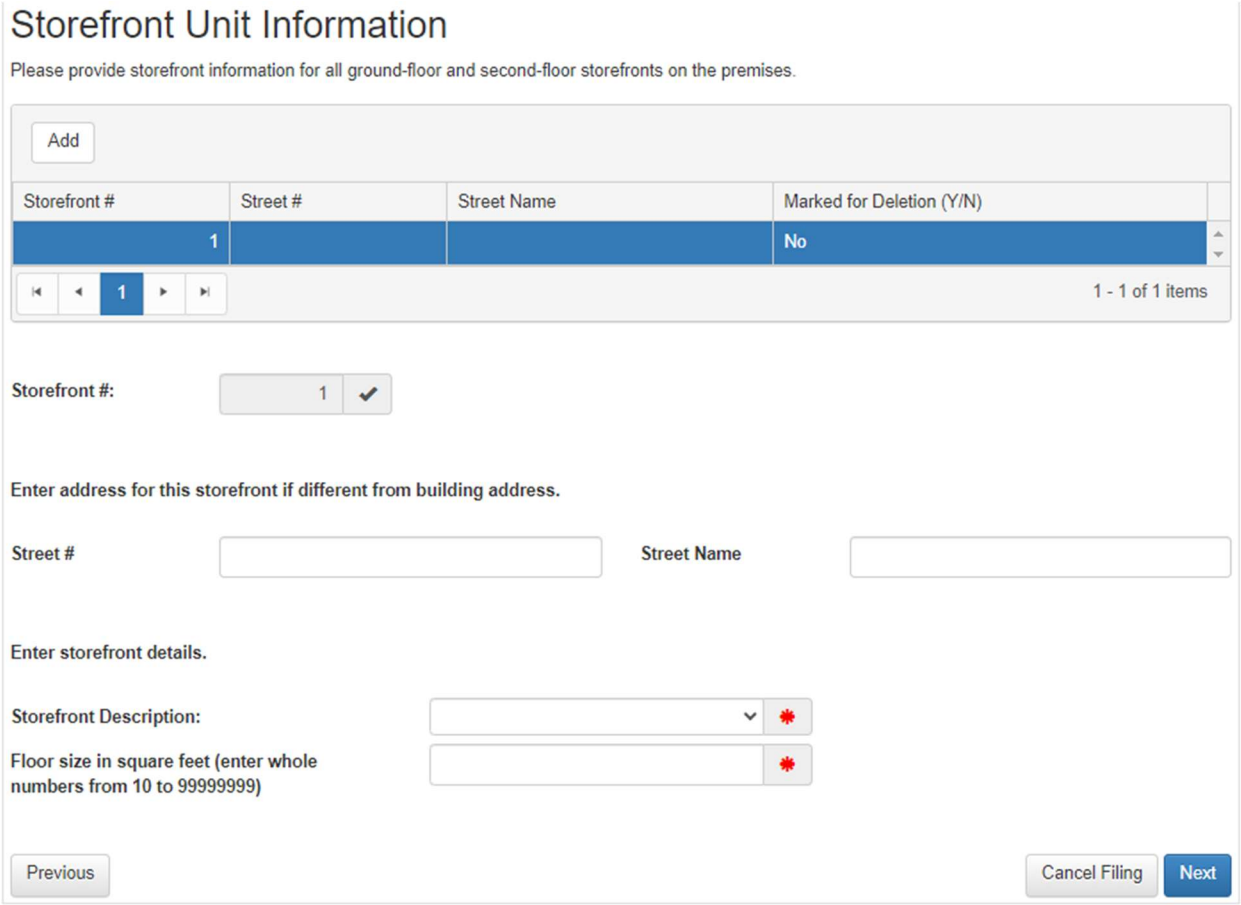
Click Next to continue.

Add or Modify a Storefront

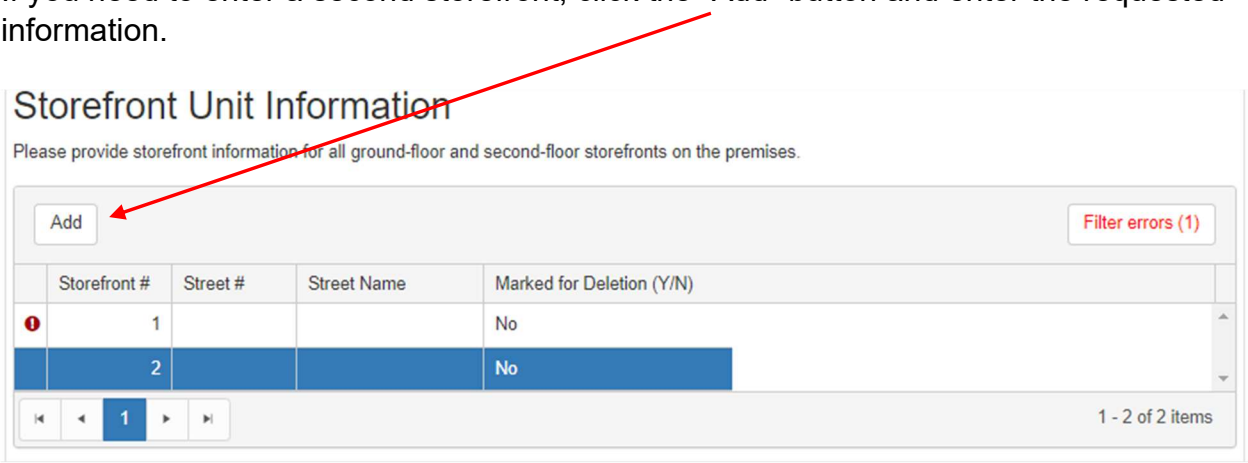
The first storefront will automatically appear; enter the information requested.
Note that Street # and Street Name are both optional and should be entered if the address is different from property's address.

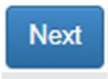
Complete all fields with a red asterisk * or you will not be able to submit this filing.

For Designated Class 1 Properties, the maximum number of storefronts that can be entered is two (2). For Tax Class 2 or 4 properties, there is no defined maximum number of storefronts.

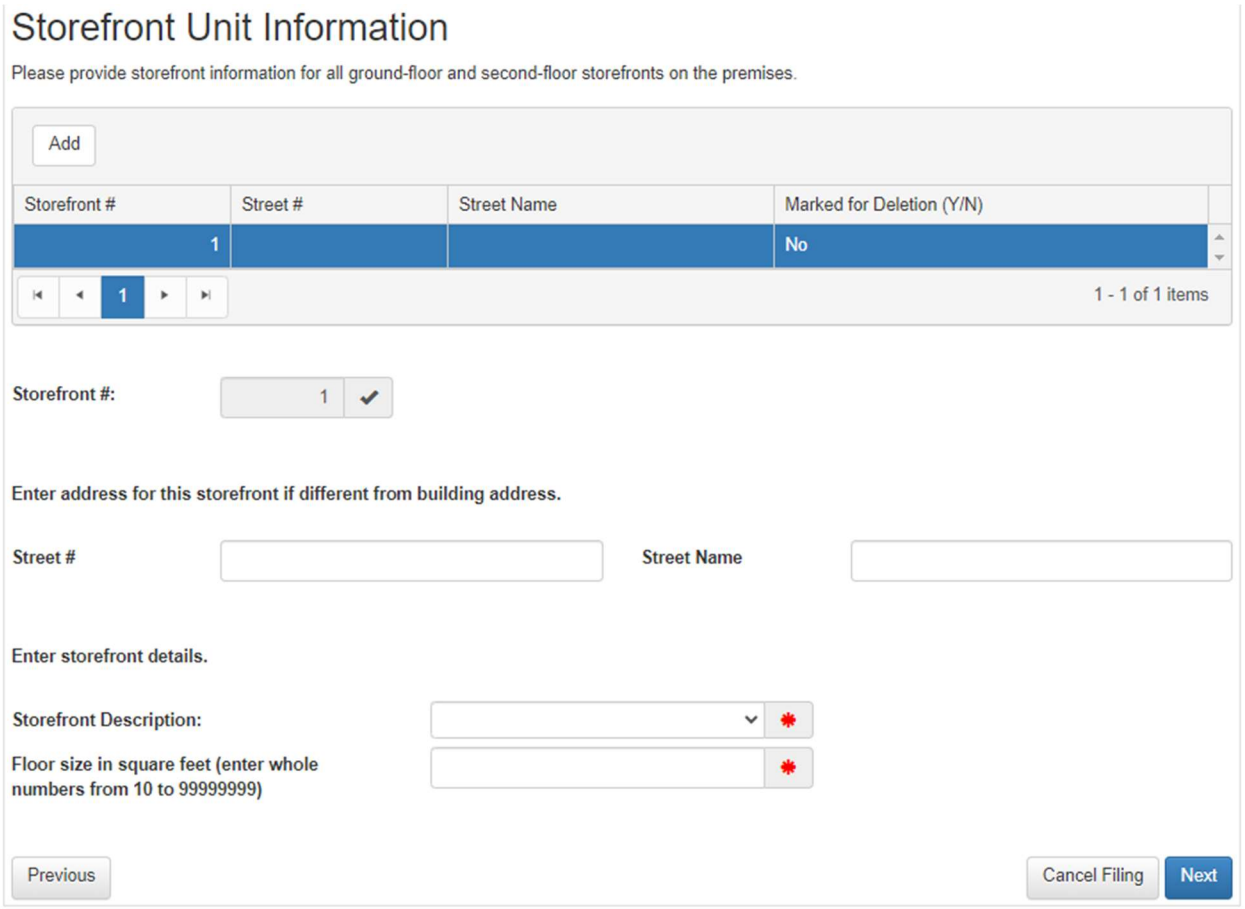


If you need to enter a second storefront, click the “Add” button and enter the requested information.

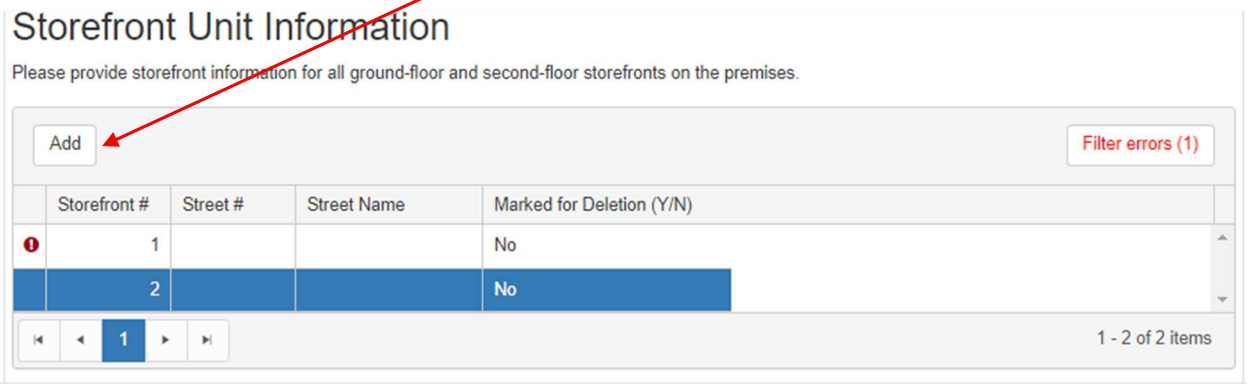


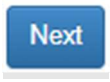
When all storefront units on the property are entered, click 

to continue to Occupancy Information.



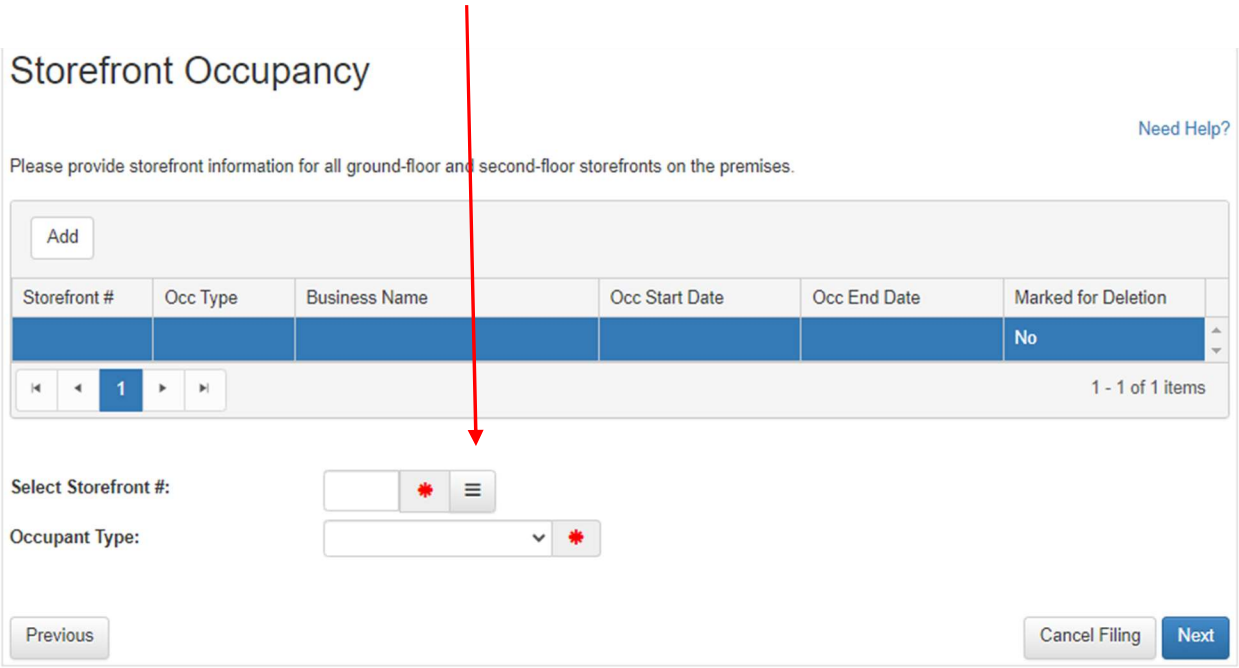
To enter additional storefronts, click the “Add” button and enter the requested information for each storefront.



Click  to continue to Enter Storefront Occupancy Information.

Enter Storefront Occupancy Information

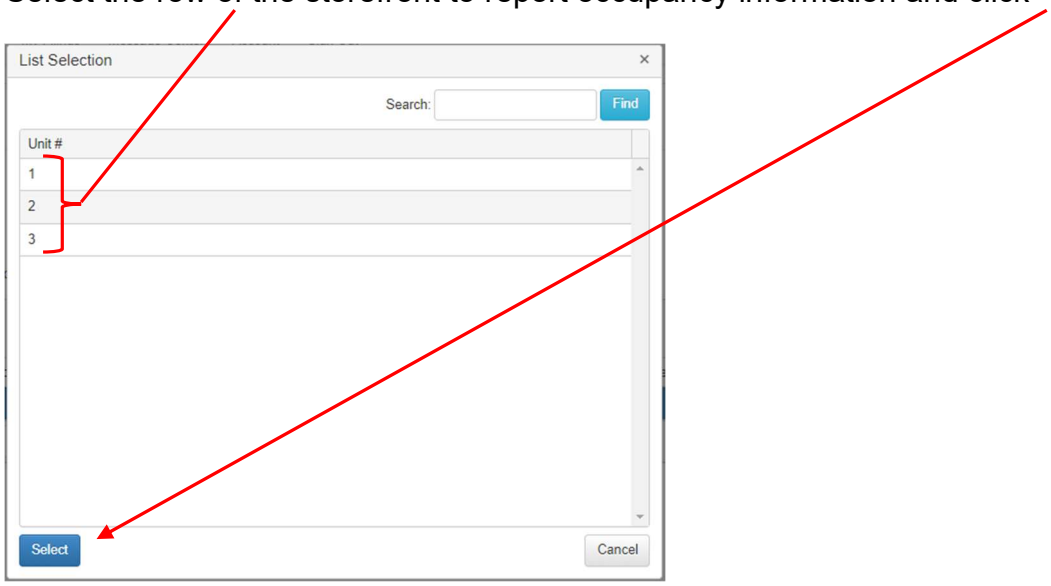
To enter occupancy information for a storefront, fill out the Select Storefront # section by clicking the hamburger button ( ).



A table will pop up. Choose a storefront by selecting a row and clicking to continue to the occupancy information screen.

The pop-up table will show the unit number for all storefronts you have added for reporting.

Select the row of the storefront to report occupancy information and click “Select.”



Entering Occupancy Information Tab for Designated Class 1 Properties

You will enter storefront occupancy information for each storefront that you are reporting. Please note that the storefront occupancy information requested will change based on your responses. Answer all requested information.

Was the storefront unit leased to any tenant for the entire 12 months of the reporting period?

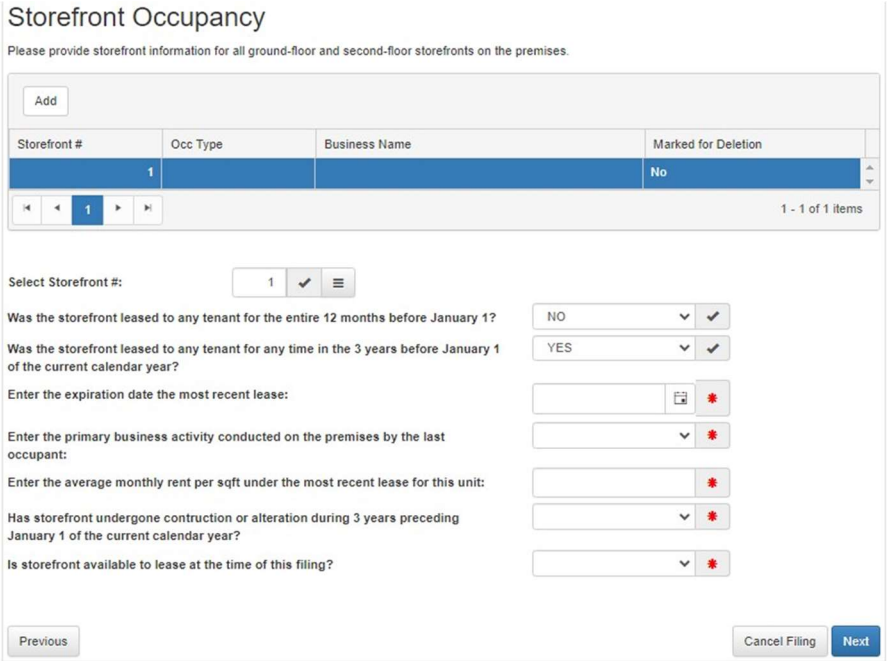
If you answer “Yes,” confirming that the storefront unit was leased to any tenant for the entire 12 months of the reporting period, then no more information will be requested.

Click **Next** to Submit Storefront Registry.

If you answer “No,” confirming that the storefront unit was not leased to any tenant for the entire 12 months of the reporting period, additional questions will be asked.

Was the storefront leased to any tenant for any time in the last 3 years before January 1 of the current calendar year?

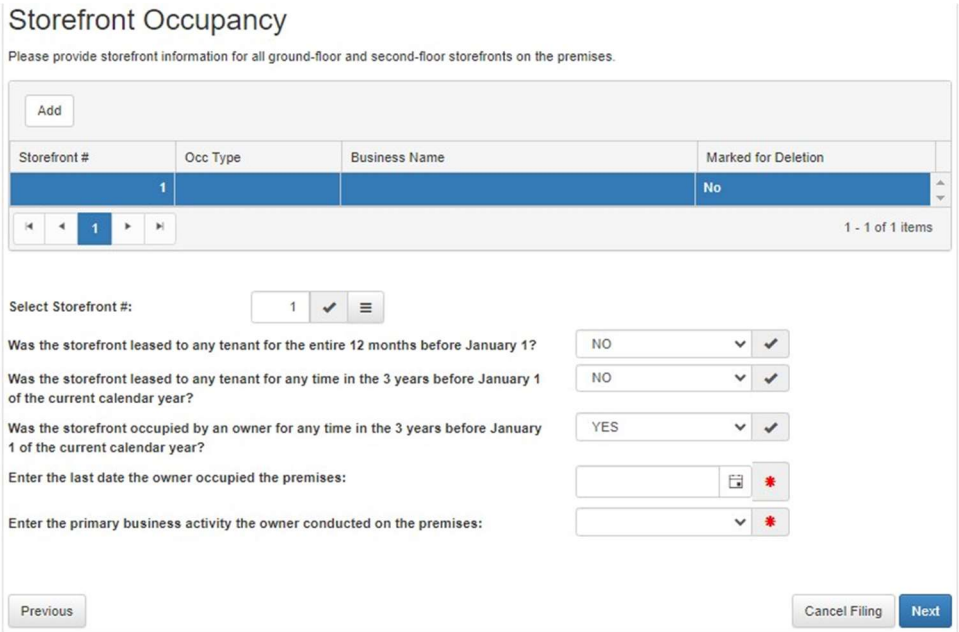
If you answer “Yes,” confirming that the storefront was leased to any tenant for any time in the last 3 years before January 1 of the current calendar year, you must enter all the information requested. See the screenshot below.



If you answer “No,” the next question will be asked.

Was the storefront occupied by an owner for any time in the 3 years before January 1 of the current calendar year?

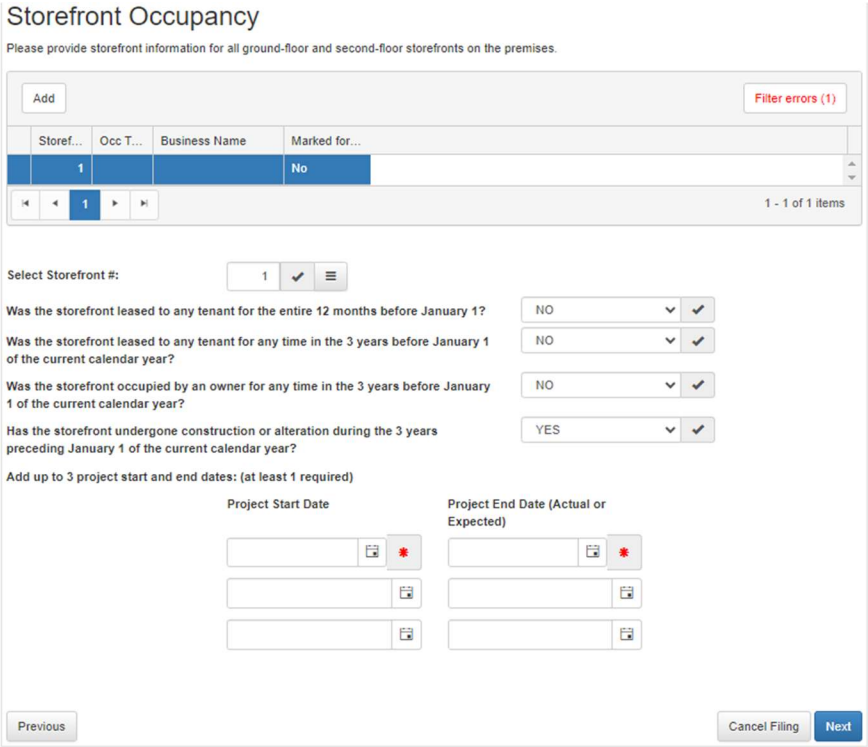
If you answer “Yes,” confirming that the storefront was occupied by an owner for any time in the 3 years before January 1 of the current calendar year, you must enter the last date that the owner occupied the premises and the primary business activity that the owner conducted on the premises.



If you answer “No,” the next question will be asked.

Has the storefront undergone construction or alteration during the 3 years preceding January 1 of the current calendar year?

If you answer “Yes,” confirming that the storefront has undergone construction or alteration during the 3 years preceding January 1 of the current calendar year, you must answer the questions as shown in the screenshot below.



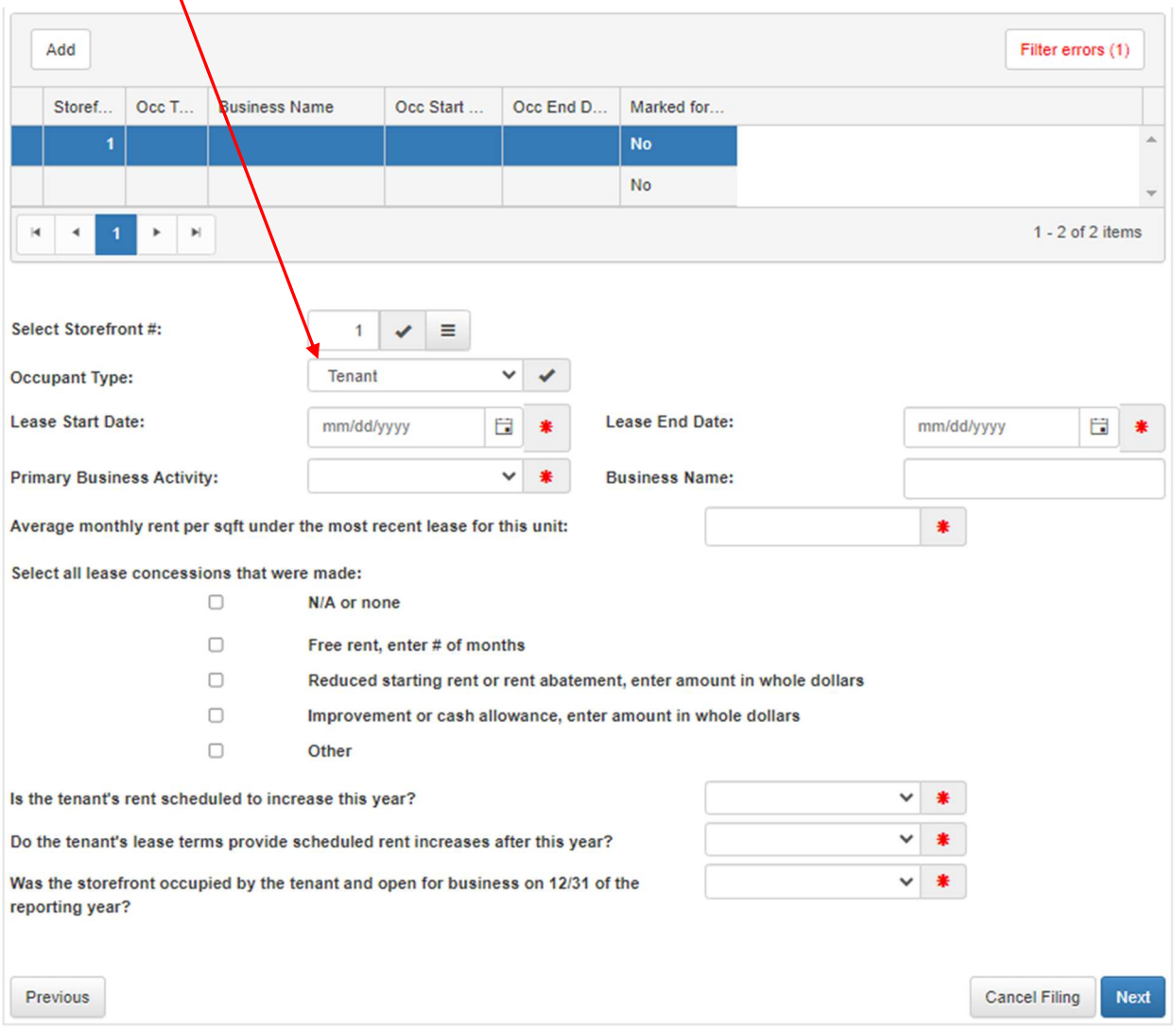
If you answer “No,” answer the questions as shown in the screenshot below. After that, no additional information will be requested.

You are done. Click

and proceed to Submit Storefront Registry.

Entering a Tenant Occupancy for Tax Class 2 or 4 Properties

Select “Tenant” from the drop-down list for “Occupant Type.”



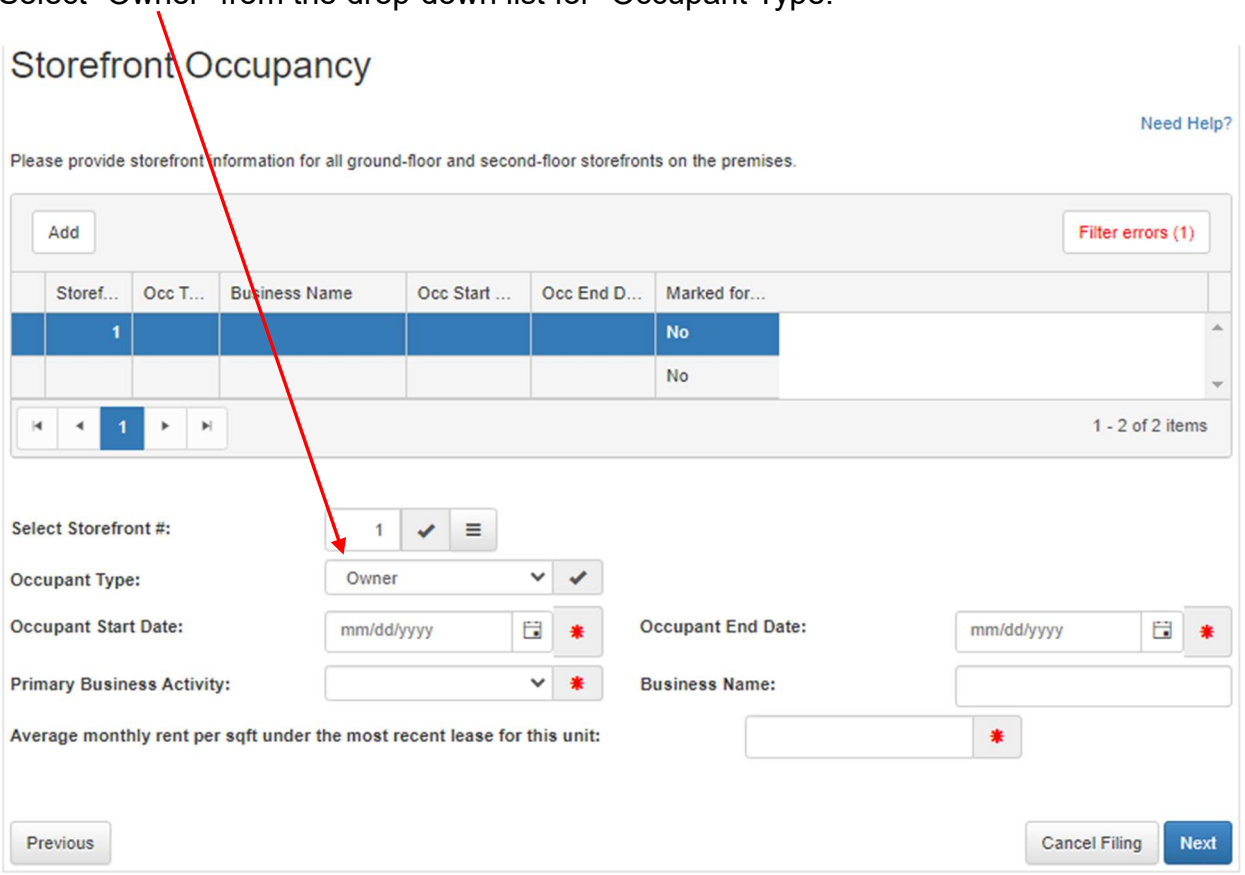
You must enter all fields with a red asterisk * next to them.

See [How to Calculate Average Monthly Rent Per Square Feet] for more details.

To add another occupancy, click “Add.” If you have entered all occupancies for all units, click Next.

Entering an Owner Occupancy for Tax Class 2 or 4 Properties

Select “Owner” from the drop-down list for “Occupant Type.”



Enter all fields with a red asterisk * next to them.

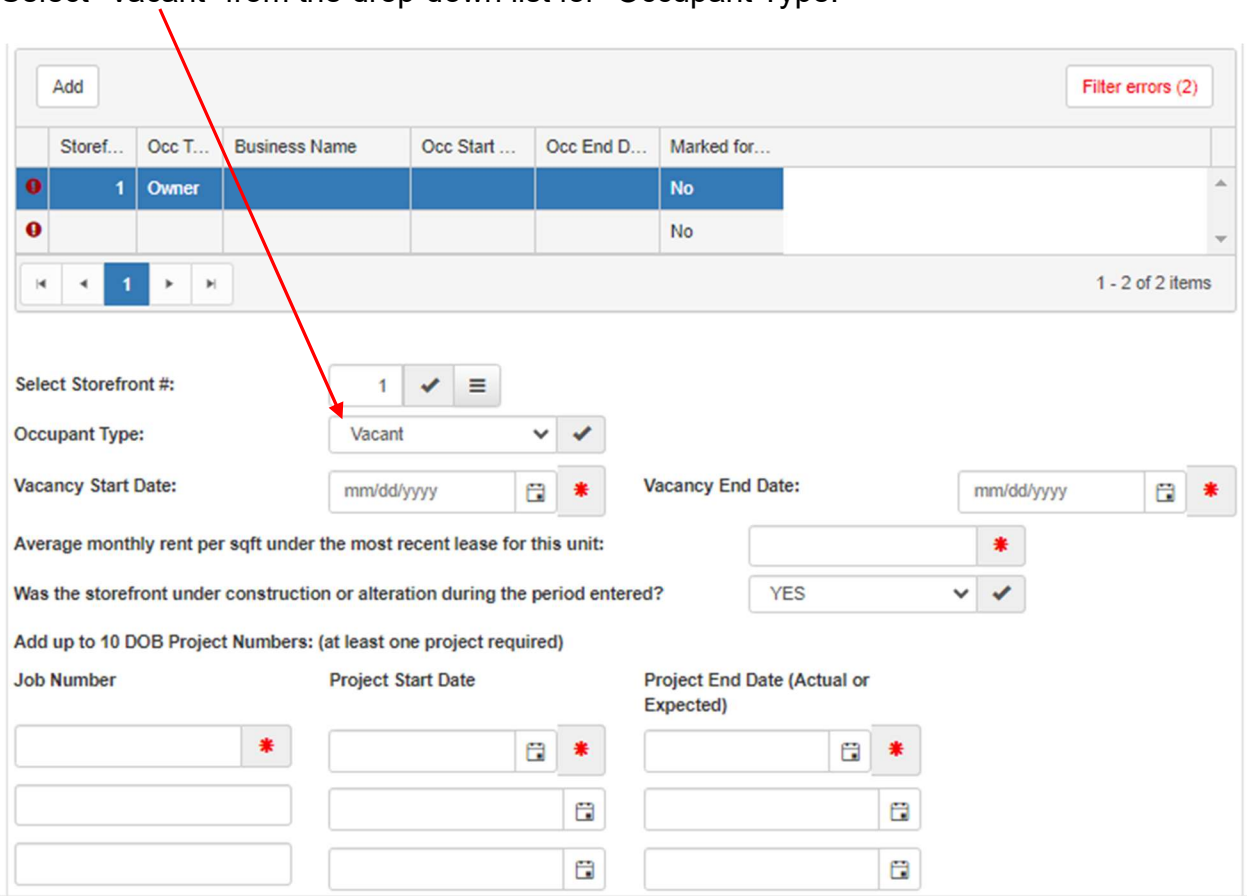
For an owner, the “Occupant Start Date” can be any time before or during the reporting period, but the “Occupant End Date” cannot be later than December 31 in the reporting period.

“Average monthly rent per sqft under the most recent lease for this unit” is calculated using the most recent available tenant lease. To calculate the value, see [How to Calculate Average Monthly Rent Per Square Feet](). If this unit has never had any paying tenants, enter $0.

To add another occupancy, click “Add.” If you have entered all occupancies for all units, click Next.

Entering a Vacancy for Tax Class 2 or 4 Properties

Select “Vacant” from the drop-down list for “Occupant Type.”



Enter all fields with a red asterisk * next to them.

For a vacant storefront, the “Vacancy Start Date” can be any time before or during the reporting period, but the “Vacancy End Date” cannot be later than December 31 in the reporting period.

“Average monthly rent per sqft under the most recent lease for this unit” is calculated using the most recent available tenant lease. To calculate the value, see [How to Calculate Average Monthly Rent Per Square Feet](). If this unit has never had any paying tenants, enter $0.

To add another occupancy, click “Add.” If you have entered all occupancies for all units, click Next.

How to Calculate Average Monthly Rent Per Square Feet

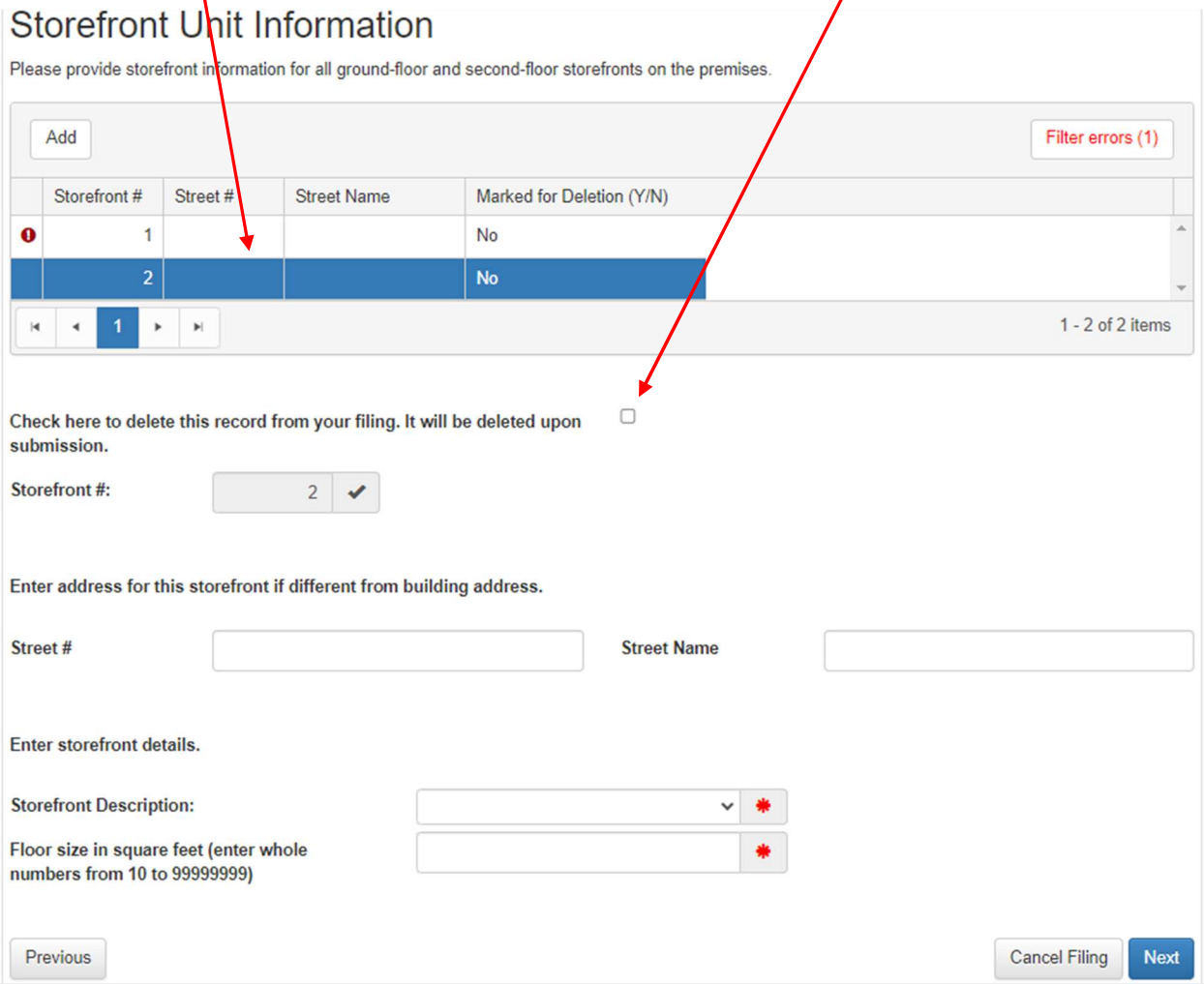
1. **Calculate** the average monthly rent per square feet by dividing the total amount that was expected under the lease for the premises during the reporting period (for example, 3/1/2023 through 12/31/2023) by the number of months that the premises was leased in the reporting period. For example, if the tenant occupied the unit for 10 months of 2023 and you expected $60,000 under the lease agreement, the average monthly rent amount would be $6,000.

2. **Determine** the rentable square footage. You can calculate this by adding the total tenant-occupied square footage of the storefront and the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement. For example, if the tenant-occupied total square footage is 95 square feet and their pro-rata share of the common area is 5 square feet, the total rentable square footage is 100 square feet.

3. **Divide** the average monthly rent per square feet by the rentable square footage to find the average monthly rent by rentable square footage. Round to the nearest whole number and enter that number. For example, $6,000 in Step 1 divided by 100 square feet in Step 2 is a total average monthly rent per square footage of $60.

Delete a Storefront

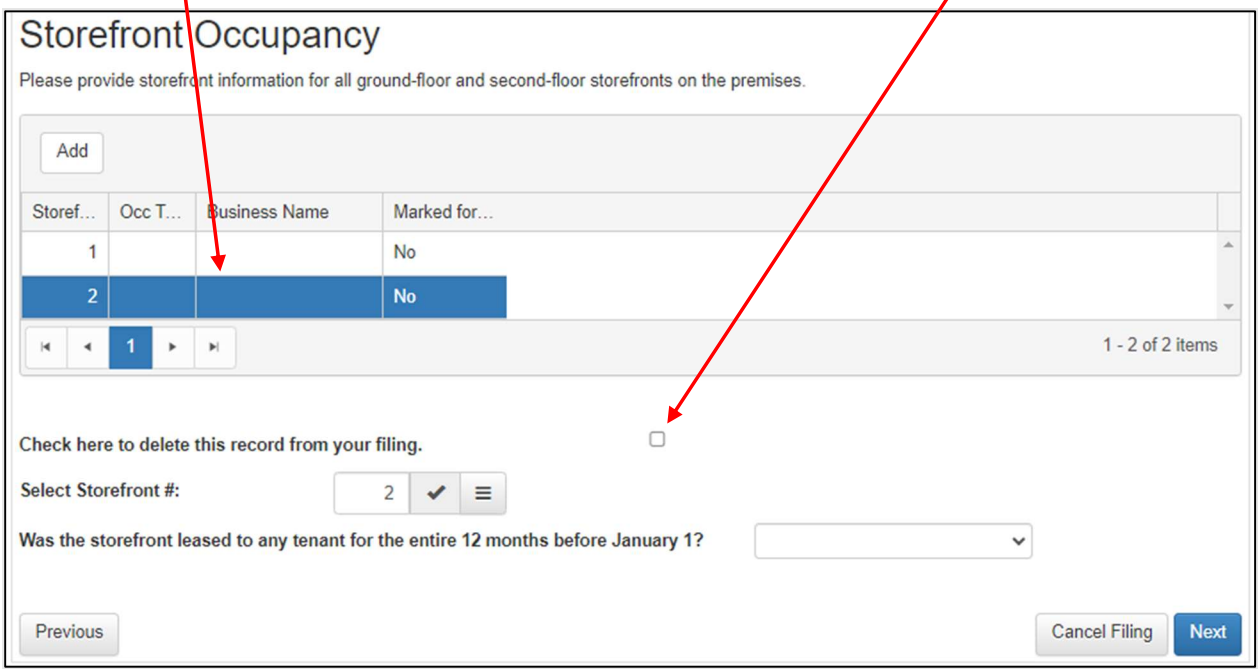
Select the row of the storefront you wish to delete and check the box next to “Check here to delete this record from your filing. It will be deleted upon submission.”



Note: If there is only one storefront unit entered or only storefront unit 1 remains, you may not delete that storefront unit since you must report at least one storefront unit and at least one occupancy for each storefront unit. If you deleted any storefronts in error, uncheck the box on that storefront and make sure all required information is entered.

Delete an Occupancy

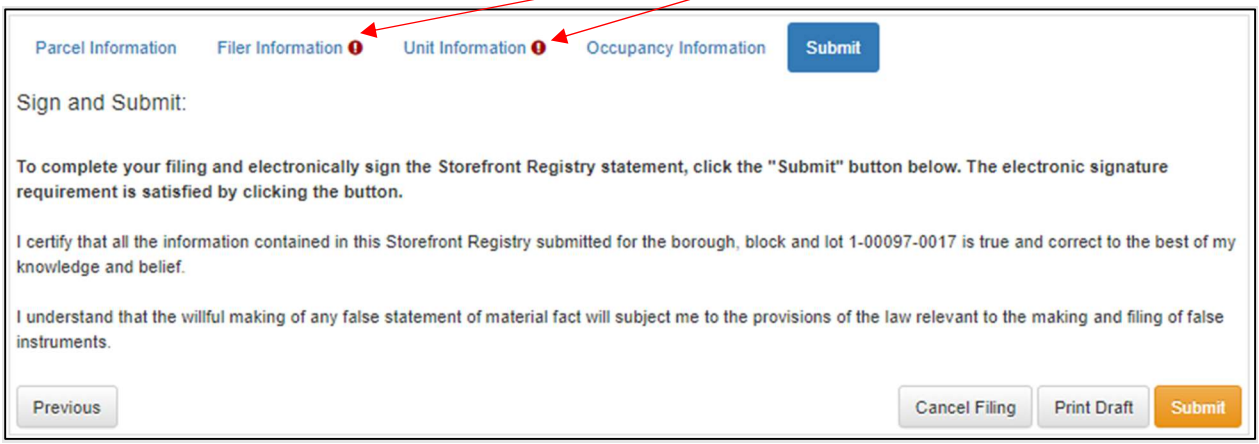
Select the row of the occupant type you wish to delete and check the box next to "Check here to delete this record from your filing."



Note: If there is only one occupancy type entered for a storefront unit or only the first occupant type for a storefront unit remains, you may not delete that occupant type since you must report at least one occupant type for each storefront unit reported. If you deleted any occupancies in error, just uncheck the box and make sure all required information is entered for the occupancy.

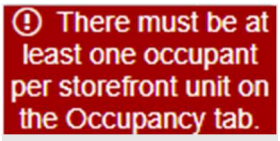
Missing Section Information

Sections that are missing information will have an exclamation mark ( ) on the section tab to show you where corrections are necessary.

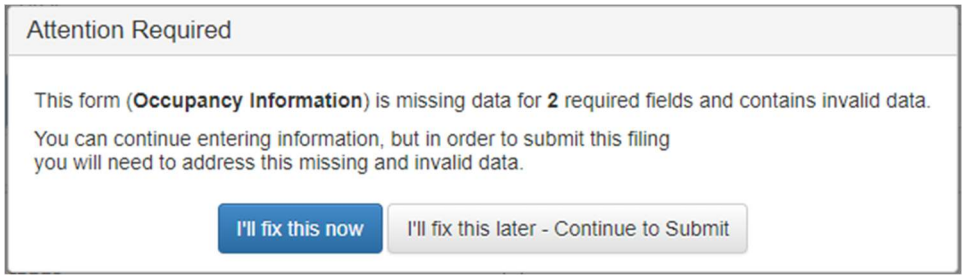


Click on the tabs with the missing information symbol to enter all missing information.

Missing Occupancy Information

For tax classes 2 and 4 properties, if you have not entered at least one occupant type (tenant, owner, or vacancy) for each storefront that you are reporting, or if the occupancy's end date does not cover the end of the reporting period, which is on or after December 31, you will see an exclamation mark on the Occupancy Information tab. You also may see 

on the Unit Information tab.
If the system indicates the "Attention Required" error message shown below when you hit "Next," click "I'll fix this now."

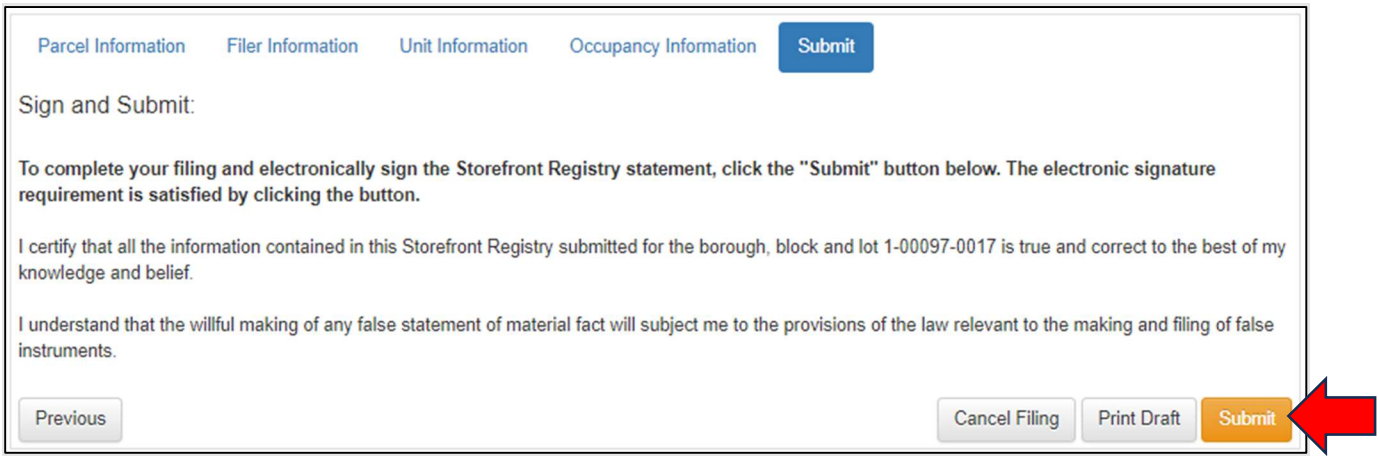


For details on entering occupants, go to [Enter Storefront Occupancy Information](#).

When all errors are corrected, proceed to Submit Storefront Registry.

Submit Storefront Registry

If you are ready to submit your filing, proceed to the Submit screen, review the certification, then select “Submit.”



You will be asked to confirm that you want to submit the filing. Select “Yes.”

After you submit your Storefront Registry statement, a confirmation email will be sent to the email that you entered in the Filer Information section.

Revise a Filing You Submitted

Follow the steps in Begin Filing. When you get the pop-up message shown in the screenshot below, select “Yes” to continue with the filing you previously submitted, or select “No” to begin a new filing.

You may then proceed to Verify Parcel Information, Enter Filer Information, Add or Modify a Storefront, and Enter Storefront Occupancy Information.

Whether you continue to submit a revised filing or you complete a new filing, the last filing you create and submit will replace any earlier filings that you have submitted.

Copy Your Filing from the Previous Year

Starting in 2025, owners of tax class 2 and 4 properties may choose to copy their previous year’s filing before reviewing, revising, and submitting their Storefront Registry statement.

Follow the steps in Begin Filing. When you get the pop-up message shown in the screenshot below, select “Yes” to copy the filing you submitted the previous year or select “No” to begin a new filing.

You may then proceed to Verify Parcel Information, Enter Filer Information, Add or Modify a Storefront, and Enter Storefront Occupancy Information.