

1 Complete the New Condo filing

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



You will be guided through the process step-by-step. Check out the Condo E-Filing Quick Reference Guide at www.nyc.gov/____ 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).”

- Also, please ensure that the sponsor for the condo matches the name 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 tax lot for the condominium. Bring the printed application to the Department of Finance’s Tax Map Office, located on the third 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 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.

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 documents you will need to submit are:

- The printed RP602-C filing with an approved diagram
- Your receipt from the Department of Finance for your condo lot payments
- A printed copy of the online condo worksheet
- The latest deed for each existing lot
- A copy of the approved subdivision-condominium (SC) filing from the Department of Buildings

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- 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
 - ▶ A no action letter
- One original and one copy of the condominium declaration, including Schedule A, Schedule B, and the condo bylaws
- Two notarized sets of floor plans with inked or embossed professional seals (pages must be 11" x 17" paper format)

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

6 Approval or return

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 returned.

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

The most common reasons new condo applications are returned 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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