Condominium Apportionment Web System

Applicant Reference Guide

Version 1.8

May 2012

Table of Contents

1.0   Introduction

1.1 Background

Condominium Apportionment is the process of allocating or dividing one condominium property (a single Block & Lot) into two or more parcels or sub-division of the Lot.

Historically, the submission process for new apportionment entailed completing paper forms and personally moving these documents through different Finance offices.

1.2 Purpose of Condominium Apportionment Application

The primary purpose of this application is to collect, track, review, and process apportionments of Condominium Apportionment Requests. This form will replace the RP602C paper form.

This application is not for re-apportionments.

1.3 Application flow

This new workflow is designed to reduce manual intervention at various stages of the Condo Apportionment process and to leverage electronic medium to automate some repetitive tasks. A detailed end-to-end workflow process is in a separate document.

The screens include Login, Create an account, Application Status (create an application and search/filter/print my applications), New Request, and Worksheet.   The Application Status allows you to create, search, filter and print.

1.4 Applicants

Who can apply? Property owners or their representatives can complete the Online NYC/Finance Condominium Apportionment Request. If the attorney's architect and/or engineers are used to represent the owner, their signature and drawing is mandatory.

2.0   Accessing the Application

- Click on Condo Apportionment Application link:
   https://a836-condoapp.nyc.gov:8443/condowebexternal/login.aspx

- The application can also be found on DOF forms and publications

   http://www.nyc.gov/html/dof/html/property/property_info_lots.shtml

3.0   Login screen

3.1 Overview

There are 2 main actions that are accessible on this screen:
- Login using your existing account or
- Creating a new account.
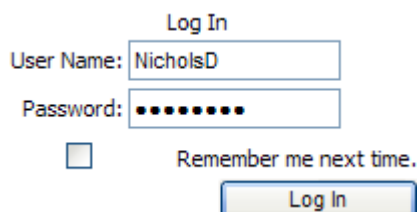
3.2 Create a New Account

1. If this is your first time in the application, then you will need to create an account. This can be preformed by selecting the Create an account link on the login screen. This will take you to the Account Creation screen – (Section 4.).
2. Once you have completed it, you can then enter the main screen.

3.3 Login Using an Existing Account

1. Enter your user name and password and click on the <u>Login</u> button.
2. The application will validate the user name and password.
3. The main screen will be displayed if correct – (Section 5.)
4. An error message will be displayed if not correct.

```
                    Log In
User Name: NicholsD
Password:  ●●●●●●●
    ☐        Remember me next time.
             Log In
```


3.4 Password Re-setting

1. There is no automatic re-setting of the password if forgotten.
2. To reset the password, visit http://nyc.gov/condoreset.

4.0   Account Creation Screen

4.1 Screen Overview

1. This screen will allow for the creation of an account.
2. Move the cursor to the next field by hitting the tab key.

Sign Up for Your New Account

Field	
First Name:	
Middle Initial:	
Last Name:	
Phone Number:	( ) -
User Name:	
Password:	
Confirm Password:	
E-mail:	
Security Question 1:	
Security Answer 1:	
Security Question 2:	
Security Answer 2:	
Security Question 3:	
Security Answer 3:	
Security Question 4:	
Security Answer 4:	
Security Question 5:	
Security Answer 5:	

Create User   Cancel

4.2 Create Account Action

1. After completing the form and clicking on the Create User button, the follow screen will appear.

Sign Up for Your New Account

Your account has been successfully created.

Previous   Finish   Cancel

2. Selecting the **Finish** or **Previous** button will take you back to the Login screen.
3. The **Cancel** button removes any input from the screen and returns you to the Login screen

4.3 Create Account Business Rules

1. All fields must be completed (required) except the Middle Initial.

2. First & Last Name fields have a maximum length of 32 characters. Middle initial is optional.

3. Phone number must include::
   a. Area code: Three (3) numeric digits
   b. Exchange: Three (3) numeric digits and the 1st digit must be greater than one
   c. Line: Four (4) numeric digits

4. Username:
   a. Begins with an alpha character.
   b. The application will check whether the username is already taken by another user.
   c. The minimum field length is six (6) characters
   d. The maximum field length is 64 characters

5. Password:
   a. Must contain at least one (1) special character/symbol such as #$%^&*
   b. Must contain at least one (1) numeric digit
   c. Must not contain your first name, last name, user name, email address, the word "password" or a period "."
   d. The minimum field length is eight (8) characters
   e. The maximum field length is 64 characters

6. Email address:
   a. Must comply with standard e-mail format such as "@ and dot.net."
   b. Must not end with "nyc.gov"
   c. Must be unique among all values in the email listing
   d. The maximum field length is 128 characters

   Note: This information is only used for access rights. NO actual email will be sent to this address from the Condo Apportionment application.

7. Security Questions and Answers:
   a. Each Question and Answer be unique in the profile
   b. The minimum field length is three (3) characters
   c. The maximum field length is 128 characters

5.0   Status Page Screen

5.1 Overview

There are three main actions available on this screen: Searching, Filters, and New Requests. Searching and Filters are described in Section 8 below.

5.2 Create a new Request

Click on the **Create new request** link at the top of the screen. This will display the Application screen.

6.0   New Request Application Screen

6.1 Application Overview & Header

This form will replace the RP602C paper form. The below information will always be displayed on the top of the screen:

APPLICATION STATUS: Draft
CASE NUMBER: Not assigned
COMMENTS:

6.2 Application Status

- **Draft** – Pending data has been entered but not officially submitted for Finance to review/process
    Note: If Finance's Tax Map Unit rejects an Application Request with an assigned number the status will be re-set to **Draft**.
- **Submitted** – Application request has been completed, validated and officially submitted for internal Finance review/process
- **Approved/Unpaid** – Application request has been reviewed and accepted by Finance, but the invoice has not yet been paid and Lots have not yet been assigned a number.
- **Approved/Paid** – Application request has been reviewed and accepted by Finance and the invoice has been paid. The Lots/Condo numbers have been assigned.
- **Sent to Database** – The apportionment has been completed and data entered in the Finance Property Master Database.
- **Withdraw** – This status is ONLY available after an Application has been submitted and before it has been approved. Once an Application has been accepted, this action is no longer offered and the button will not be displayed.
    Example: This action might be chosen when an applicant wants to change the number of requested Lots before approval.

6.3 Basic Property Information

All fields must be completed. Select only one item from all dropdown lists.

1. **Condo Name (*Required)**
   Enter the full name (aka "vanity") of the condominium with a maximum of fifty (50) alphanumeric characters.

2. **Borough (*Required)**
   a. By clicking on the down arrow, a drop down list will appear with the valid entries.

   b. Click on the borough in which the condominium is located.

3. **Block**
   Enter a maximum of five (5) numeric digits for the Block number
   Note: Leading zeros will be added if the input value is not 5 digits.

4. **Lot**
   Enter a maximum of four (4) numeric digits for the Lot number
   Note: Leading zeros will be added if the input value is not 4 digits.

5. **House #**
   Enter the house number of up to twelve (12) alphanumeric characters.

6. **Street Name**
   Enter the full legal street name of up to thirty-two (32) alphanumeric characters.

   Notes:
   • If the House # and Street are not correct for the BBL, make any corrections.

- Currently the system pre-populates the address when you put the block and lot. However, if the address is not in Finance's system, then the address cannot be validated, and does not pre-populate. In the meantime, if the customer is having address issues they should notify the City Register.

7. **Add**
   You <mark>*MUST*</mark> click on this link to:
   - Validate the entered data against the Finance Property Database records
   - Display the previous BBL, House #, and Street data in non-editable fields

Block	Lot		House #	Street Name
1621	24		55	EAST 115 STREET

   Display another BBL, House # and Street fields

Block: [   ] Lot: [   ] House #: [   ] Street Name: [   ] **Add**

8. **How many Lots requested? (*Required)**
   Enter the number of Lots with a maximum of 9 numeric digits.

9. **New Lot(s) Usage (*Required)**
   a. By clicking on the down arrow▼, a drop down list will appear with the valid entries.

New Lot(s) Usage | Residential   ▼|
                        | Residential |
                        | Commercial |
                        | Mix (Residential & Commercial) |

   b. Select the most closely aligned Lot type/description.

6.4 Sponsor(s) Declarant Information section

Sponsor(s) / Declarant Information

Finance will use this mailing address for all real estate bills until the sponsor/declarant transfers each individual condominium unit

Sponsor is a(n): Individual   **1**   ▼

| First Name: | | Middle Initial: | Last Name: |
| 1   **2** | | 1   **3** | 1   **4** |

| House #: | Street Name: | Apt #: |
| 1   **5** | 11   **6** | 1   **7** |

| City: | State / Province / Region: | Country: |
| 1   **8** | 1   **9** | e   **10** |

| Zip Code: | Email: | Phone: |
| 11   **11** | 1@.com   **12** | 1   **13** |

Click to add additional Sponsors   **14**

1. **Sponsor is a(n) (*Required)**
   a. By clicking on the down arrow▼, a drop down list will appear with the valid entries.

b. Click on the appropriate sponsor type.

Note: If Corporation, Partnership or LLC is chosen, the name fields are replaced with a single Business Name field (see below).

Business Name:

2. **First Name (*Required)**
   Enter the full legal first name of the Sponsor/Declarant with a maximum of fifty (50) alphanumeric characters.

3. **Middle Initial**
   Enter the middle initial of the Sponsor/Declarant which will accept only a single (1) alpha character.

4. **Last Name (*Required)**
   Enter the full legal last name of the Sponsor/Declarant with a maximum of fifty (50) alphanumeric characters.

5. **House # (*Required)**
   Enter the full legal house number with a maximum of twenty (20) alphanumeric characters.

6. **Street Name (*Required)**
   Enter the full legal street name with a maximum of thirty (30) alphanumeric characters.

7. **Apt #**
   Enter the full legal apartment number with a maximum of twenty (20) alphanumeric characters.

8. **City (*Required)**
   Enter the full legal city name with a maximum of thirty (30) alphanumeric characters.

9. **State/Province/Region (*Required)**
   Enter the full legal state/province/region name with a maximum of forty (40) alphanumeric characters.

10. **Country (*Required)**
    Enter the full legal country name with a maximum of forty (40) alphanumeric characters.

11. **Zip Code (*Required)**
    Enter the zip code number with a maximum of twenty (20) numeric digits.

12. **Email**
    a. Enter a valid email address with a maximum of fifty (50) alphanumeric characters.
    b. This field will be validated against standard email conventions such as "@ and dot.Net."

    Note: this email address will NOT receive notifications.

13. **Phone Number (*Required)**
    Enter the full phone number. If necessary, add the country code. This field can be a maximum of 30 numeric digits.

14. **Click to Add Additional Sponsor**
    a. By clicking on this link, another Sponsor/Declarant information lines will be displayed.
    b. Up to four (4) sponsors can be listed.

    Comments:
    - At least one sponsor/declarant must be listed.
    - If no information is entered in this additional Sponsor/Declarant, the application will give an error.
    - The Sponsor/Declarant will NOT receive any emails.
    - Finance will use this mailing address for all real estate bills until the sponsor /declarant transfers each individual condominium unit.

6.5 Applicant Information section

1. **Applicant is a(n) (*Required)**
    a. By clicking on the down arrow ▾, a drop down list will appear with the valid entries.

Applicant is a(n): | Attorney ▼ |

Attorney
Architect
Engineer

b. Click on the appropriate applicant type.

2. **First Name (*Required)**
   Enter the legal first name of the Applicant with a maximum of fifty (50) alphanumeric characters.

3. **Middle Initial**
   Enter the middle initial of the Applicant which will accept only a single (1) alphanumeric character.

4. **Last Name (*Required)**
   Enter the legal last name of the Applicant with a maximum of fifty (50) alphanumeric characters.

5. **House # (*Required)**
   Enter the legal house number with a maximum of twenty (20) alphanumeric characters.

6. **Street Name (*Required)**
   Enter the street name with a maximum of thirty (30) alphanumeric characters.

7. **Apt #**
   Enter the full apartment number (#) with a maximum of twenty (20) alphanumeric characters.

8. **City (*Required)**
   Enter the city name with a maximum of thirty (30) alphanumeric characters.

9. **State/Province/Region (*Required)**
   Enter the state/province/region name with a maximum of forty (40) alphanumeric characters.

10. **Country (*Required)**
    Enter the full country name with a maximum of forty (40) alphanumeric characters.

11. **Zip Code (*Required)**
    Enter the zip code number with a maximum of twenty (20) numeric digits.

12. **Email (*Required)**
    Enter a valid email address with a maximum of fifty (50) alphanumeric characters. This field will be validated against standard email format conventions such as @ and dot**.**net.

Notes:

a. This is the **ONLY** email address to receive email from the condominium application

b. This email address is not monitored if an error is returned. It is the obligation of the Applicant to supply the correct and valid email.

13. **Phone Number (*Required)**

Enter the full phone number. If outside of USA, add the country code. This field can accept up to thirty (30) numeric digits.

6.6 Certification section

Certification

The applicant hereby certifies that in making this application for condo apportionment, s/he is acting as the owner, or under the direction of and for the owner.

Applicant Name   [_____] 1

Applicant Signature   _____ 2

Date: [_____] 3

1. **Applicant Name (*Required)**

Enter the full legal name of the Applicant. This field can accept up to fifty (50) alphanumeric characters.

Note: this can be the Owner, Attorney, Architect, Engineer, or their representative.

2. **Applicant Signature**

a. This is not an online field.

b. The applicant will need to manually write their signature here before submission to Finance.

3. **Date (*Required)**

Enter the (current) date you are completing the application.

Note: The only acceptable date formats are MM/DD/YYYY or MM-DD-YY. All others will receive an error message.

6.7 Application Action Buttons

[Back]

[Save]   [Submit]   [Withdraw Application]
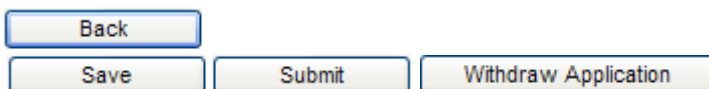
1. Click the <u>Back</u> button to return you to the Application Status page.

2. Click the <u>Save</u> button to save any changes made. This will NOT submit the application for Finance processing.

3. Click the <u>Submit</u> button to save any changes made and send the Application for Finance review and approval.

4. Click the <u>Withdraw</u> button to remove the Application.
   Note: This button will only be active after submission and before Finance has Approved/Rejected the Application.

6.8 Lot Assignment

This will ONLY appear after the Application has been submitted and Finance's Tax Map Unit Clerk has "accepted" and the invoice has been paid.

Assigned Lots for Block

Lot(s)	1101 - 1104

6.9 Print Application

1. On the main screen, there is Print Application link. This link will ONLY appear after the Application has been "accepted".
2. When the Print Application link is selected:
   - The **Print Application** link turns red
   - The worksheet is converted into a printable format
   - Your standard ***Print*** dialog box will appear listing the available printer options.

   Note: this printout will replace the current paper Condominium Apportionment Application.

6.10 Application Business Rules

1. Users are **not** allowed to submit the request unless all the necessary data is entered and correctly formatted.
2. Once an application is submitted, the applicant can view or withdraw it, but cannot modify it.
3. Once an application has been approved, the applicant can only view it.
4. Property address (House # and Street) and BBL data will be validated against Finance's Property Master Files. These can be referenced on the NYC.GOV website under the property search engine.
5. Once the application is Finance approved, the applicant prints the Lot(s) Invoice.
6. The assigned Lots and condo number are only valid from 1 year from the date of issuance.

7.0   Worksheet Screen

7.1 Worksheet Overview & Header

The Worksheet is ONLY available once the Lots have been assigned and the invoice has been paid.
The status of the Worksheet is displayed at the top of the screen such as

WORKSHEET STATUS: Draft

7.2 Worksheet Status

Draft – Data has been entered but not officially submitted for Finance to review/process
   Note: If Finance's Tax Map Unit rejects an Application Request with an assigned number, then the status will be re-set to **Draft**.
Submitted – Application request has been completed, validated and officially submitted for internal Finance review and processing.
Approved – Application request has been accepted by Finance's Tax Map Clerk.
Approved by Cartographer – Application request has been approved by Finance's Tax Map Clerk.
Completed – The apportionment has been completed and the Digital Tax Map (DTM) was updated.
Sent to Database– The data is ready for mainframe processing.

7.3 Worksheet Action Buttons

| Back | Revert | Save | Submit | Go to Next Tab >> |
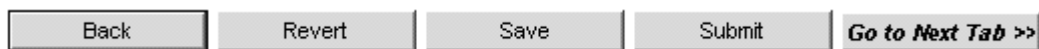
1. Click the Back button to return to the Application Status page.

2. Click the Revert button to clear the screen of any new input data.

4. Click the Save button to save any changes made to this application database. This will NOT submit the worksheet for Finance processing.

   Note: To increase the efficiently and speed of input click on the Save button on each section if any revisions are made.

4. Click the Submit button to save any changes made and send the Application to Finance review and approval.

5. Click the Go to Next Tab>> button to display the next right tab screen.

7.4 Worksheet Saving data

When you have entered and inserted new data rows into a section and are trying to move to another section/tab, the application will prompt you with the following message:

Save Message
You have not saved your changes. If you do not save, your changes will be lost.

[Save Changes]   [Do Not Save]
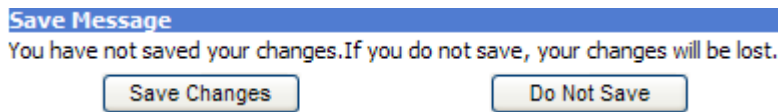
- Click the <u>Save Changes</u> button to save any changes made. This will NOT submit the worksheet for Finance processing.
- Click the <u>Do Not Save</u> button to cancel any changes made.

7.5 Worksheet Print

On the main screen, there is Print Worksheet link.
When the Print Worksheet link is selected:
- The **<u>Print Worksheet</u>** link turns red
- The worksheet is converted into a printable format
- Your standard ***Print*** dialog box will appear listing the available printer options.

7.6 Development Information screen

| Development Information | Building Information | Property Addresses | Condo Lots |

Part A - Development Information

Condo#:   **2**   `9999`   Number of Condo Units: `3`   **3**

Are there Internal or External Easements?
Yes ◯   No ◯   **7**   Land Sq. Feet: `          `   **4**

If yes then how many lots contain an easement? `0`   **8**   Common Area Sq. Feet: `          `   **5**

                                          Building Gross Sq. Feet: `          `   **6**

Edit Development Information   **1**

1. **<u>Edit Development Information</u>** action link
   This link MUST be selected to make the fields available for editing.

2. **Condo # (*Required)**
   This field is pre-filled from the Application and cannot be edited.

3. **Number of Condo Units (*Required)**
   This field is pre-filled from the Condo Lots tab and cannot be edited.

4. **Are there Internal or External Easements? (*Required)**
   There is a Yes/No radio button of which one must be selected.

Note: An internal easement is against the improvement (building or other type structure) on the land, whereas the external easement is against the land itself.

5. **If yes, then how many Lots contain an easement? (*Required)**
   Enter a whole number with a maximum of nine (9) numeric digits.

6. **Land Sq. Feet (*Required)**
   Enter a whole number with a maximum of nine (9) numeric digits.

7. **Common Area Sq. Feet (*Required)**
   Enter a whole number with a maximum of nine (9) numeric digits.

   Note: Without assigning tax Lots, the following items are considered Common Elements in the condominium: Hallways, lobby, elevators, utility room (mechanical area, boiler, hot water heater etc), stairway, laundry room, roof, lounge, spa, gym, pool, water tanks, building management office, super's apartment, and indoor garden.

8. **Building Gross Sq. Feet (*Required)**
   Enter a whole number with a maximum of nine (9) numeric digits.

   Notes:
   - This square foot amount must equal the Common Area plus the sum of all units.
   - Finance does not include terraces and balconies in the floor area when calculating the gross building area.

9. **Update Development Information** [Action Link]
   This link MUST be selected to insert the new data values into the form

7.7 Building Information screen

1. **Add a New Building (*Required)**
   a. There must be at least 1 building entered.
   b. After you clicked on this link, a blank will appear with 2 action links – "Insert & Clear"

	Building Number or Name	Is this an elevator building ?			Is this building a new construction ?			Number Of Stories
Insert Clear		○ Yes	○ No		○ Yes	○ No		

   c. Complete the fields with values
   d. **Insert**: clicking on this link will place the current building data in the form
   e. **Clear**: clicking on this link will remove all data values from these fields

2. **Delete/ Edit action links**
   a. **Delete**: clicking on this link will remove the current building data
   b. **Edit**: clicking on this link will allow the applicant to make changes in the current building data

3. **Is this an elevator building? (*Required)**
   Must select Yes/No radio button.

4. **Is this building new construction? (*Required)**
   Must select Yes/No radio button.

5. **Number of Stories (*Required)**
   Enter a whole number with a maximum of 9 numeric digits.

7.8 Property Addresses Screen

Development Information	Building Information	Property Addresses	Condo Lots

Part C - Multiple Property Addresses

Add a New Address Record   1

	Building Number or Name	Low Building #	High Building #	Street Name	City	Zip
Edit Delete	Building1 ▼	66	66	street name	city	11345

  2   3   4   5   6   7   8

1. **Add a New Address** link (*Required)
   a. There must be at least 1 building entered.
   b. After you clicked on this link, a blank will appear with 2 action links Insert & Clear

Building Number or Name: Select... ▼

Low Building#: [   ]   High Building#: [   ] Street Name: [   ]

City: [   ]   Zip: [   ]

Insert Cancel

     c. Complete the fields with values
     d**. Insert**: clicking on this link will place the current building data in the form
     e. **Cancel**: clicking on this link will these fields

2. **Delete/ Edit** action links
     a. **Delete**: clicking on this link will remove the current building data
     b. **Edit**: clicking on this link will allow the applicant to make changes in the current building data

3. **Building Number or Name (*Required)**
     a. By clicking on the down arrow ▼, a drop down list will appear with the valid entries.
     b. Click on the appropriate use type.

4. **Low Building # (*Required)**
     a. This is the "Lower" building number which will be different than the High number if there is a range of building number.
     b. If there is only one building number, then both Low and High are the *same*.

5. **High Building # (*Required)**
     a. This is the "High" building number which will be different than the Low number if there is a range of building number.
     b. If there is only one building number, then both Low and High are the *same*.

6. **Street Name (*Required)**
     Enter the street name with a maximum of 30 alphanumeric characters.

7. **City (*Required)**
     Enter the city name with a maximum of 30 alphanumeric characters.

8. **Zip Code (*Required)**
     Enter the zip code number with a maximum of 20 numeric digits.

7.9 Condo Lots screen

Development Information	Building Information	Property Addresses	Condo Lots

Part D - Condo Lots

	Block #	Lot #	Condo Unit Number	Unit Total Square Feet	Common Intr.	UseType	Total Units in Lot	Floor	Building Number or Name	Address
Edit	67	500				Select...			Select...	Select...
Edit	67	1000				Select...			Select...	Select...
Edit	67	2000				Select...			Select...	Select...
1	2	3	4	5	6	7	8	9	10	11

1. **Edit** action button
   Clicking on this link will allow the applicant to make changes in the current building data

2. **Block # (*Required)**
   Enter the new/revised/correct block # with a maximum of 5 numeric digits.

3. **Lot # (*Required)**
   - Enter the new/revised/correct Lot # with a maximum of 4 numeric digits.
   - The entered lot numbers must be the same as the lots assigned by the Tax Map Clerk on the Application Request. All _newly created assigned lots_ must be used on the excel file.
   - The number of lots assigned should equal to the number of lots entered on the excel spreadsheet.

4. **Condo Unit Number # (*Required)**
   - Enter the new/revised/correct condo unit number # with a maximum of five (5) alphanumeric digits.
   - No two lots on the same block can have the same apartment #

5. **Unit Total Square Feet (*Required)**
   Enter the new/revised/correct Unit total square feet with a maximum of nine (9) numeric digits.

   Note: Normally the terraces and balconies are under direct Condo ownership. Further, Finance does not include terraces and balconies in the floor area when calculating the gross building area.

6. **Common Interest (*Required)**
   Enter the new/revised/correct Common Interest with a maximum of three (3) numeric digits or 100%.

Notes:
   1. If the Condo Unit's common interest is 25%, and then you would enter 25.
   2. The sum of the common interest percentage for all of the condo units must be equal to 100.
   3. Normally the terraces and balconies are not included as common elements and generally they are under direct Condo ownership.

7. **User Type**
   a. By clicking on the down arrow▾, a drop down list will appear with the valid entries.
   b. Click on the appropriate use type.

8. **Total Units in Lot (*Required)**
   Enter the new/revised/correct total units in Lot # with a maximum of nine (9) numeric digits.

9. **Floor # (*Required)**
   Enter the new/revised/correct floor # with a maximum of thirty (30) alphanumeric digits.

10. **Building Number or Name**
    a. By clicking on the down arrow▾, a drop down list will appear with the valid entries.
    b. Click on the appropriate building # or name previously entered.

11. **Address**
    a. By clicking on the down arrow▾, a drop down list will appear with the valid entries.
    b. Click on the appropriate address previously entered.

7.10 Worksheet Business Rules

1. Once the external user submits this worksheet, a task for processing and approval of the worksheet is assigned to Finance.

2. The system will not allow an applicant to submit the data unless the sum of the common interest percentage is equal to 100.

3. Once submitted, the applicant will **not** be able to change the form unless it is rejected.

4. Applicants can save the worksheet as draft and come back later to complete it and submit.

5. All addresses will be validated.

6. BBLs will be validated (Additionally parent Lots will be validated to ensure that child Lots do not exist)

7. If Floor number is numeric and the building does not list a 13th floor (the building has more than 12 floors), then the floor number must be greater than the number of stories in the building.

8.0   Searching & Filtering & Invoice Printing

8.1 Overview of researching previous activity

Searching and Filtering features allow the applicant/user (with the ID which created the Application) to view all previous activity. This is stated in the below comment on the Application Status Page.

This page provides a summary of all applications created using this system.

8.2 Search

1. Case Number:
   a. If you select the ⊙   Case Number radio button
   b. Then you must populate the Case Number: [   ]

2. Request date:
   a. If you select the ⊙   Request date radio button

   b. Then you must populate the Request Date : From [   ] To [   ]

   Note: The only acceptable date formats are MM/DD/YYYY or MM-DD-YY. All others will receive an error message.

3. BBL:
   a. If you select the ⊙   BBL radio button
   b. Then you must populate the

   Borough: [Manhattan ▾] Block: [   ] Lot: [   ]

4. Condo Name:
   a. If you select the ⊙   Condo Name radio button
   b. Then you must populate the Condo Name: [   ]

   Note: the Condo name must be exactly as inputted.

5. Address:
   a. If you select the ⊙   Address radio button
   b. Then you must populate the House Number: [   ] St Name: [   ]

6. To perform the Search:
   a. To perform the search based on your input, you then must click on the **Search** link.
   b. Once the **search** link has been selected, it will turn *red* and then the records which match your criteria will be displayed below in the listing.
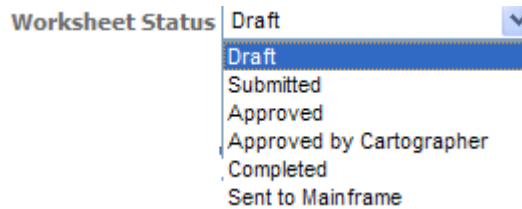
8.3 Filters

1. Application Status
   a. By clicking on the down arrow ▼, a drop down list will appear with the valid entries.

   Application Status | Draft ▼
   Draft
   Submitted
   Approved/Unpaid
   Approved/Paid
   Sent to Mainframe
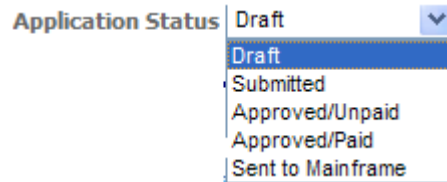
   b. Click on the appropriate application status.

2. Worksheet Status
   a. By clicking on the down arrow ▼, a drop down list will appear with the valid entries.

   Worksheet Status | Draft ▼
   Draft
   Submitted
   Approved
   Approved by Cartographer
   Completed
   Sent to Mainframe

   b. Click on the appropriate worksheet status.

3. Filter action links

   Filter – Apply the selected filters to the application list displayed below

   Remove Filter – Clears/resets all of the filters to their default value of Draft.

8.4 Application List

1. Application list – Sample

Sample of an application list with entries:

Condo Name	Case Number	Borough	BBLs	Request Date	Application Status	Application Details	Worksheet Status	Worksheet Details	Comments	
New Condo	20100414000001	Manhattan	1018520161 More…	4/14/2010 11:47:09 AM	Draft	Open	Approved	Open	tyyeet	
pv1 condo	20100414000002	Manhattan	1018520001	4/14/2010 3:18:16 PM	Draft	Open	Draft	Open		
pv2	20100414000003	Manhattan	1018520002	4/14/2010 3:20:53 PM	Approved/Un	Open	Draft	Open		Print Invoice

2. Application list – Blank

Sample of an application list when there are no current entries:

You have no existing applications. Click 'Create new request' to start a new application

8.5 Printing an Invoice

1. Sample Invoice:

2. Printing

   By selecting the [Print Invoice] action button, your standard **_Print_** dialog box will appear listing the available printer options.

3. Going Back

   By selecting the [Back] action button, the application will return to the

Condo Apportionment Application Status Page

9.0   Out of Scope for Release 1.0

The following items will not be considered for the current phase of the application. There is <u>no</u>:

1.   Integration with NYC/Department of Finance's payment service (NYCServ).

2.   Integration with the NYC/Department of Finance's ACRIS (Automated City Register Information System) to provide seamless document upload feature.

3.   Online integration of the Condo application with other city agencies (Department of Buildings, Attorney General, etc.).

4.   Integration with NYC/Department of Finance's Digital Tax Map (DTM) system for obtaining Lot# numbers information.

5.   Elimination of manual process for maintaining Lot# in paper files (dialog book).

6.   Reporting on the status of applications or worksheets being worked on by Finance's Clerks, Finance's Cartographers, or Applicants.
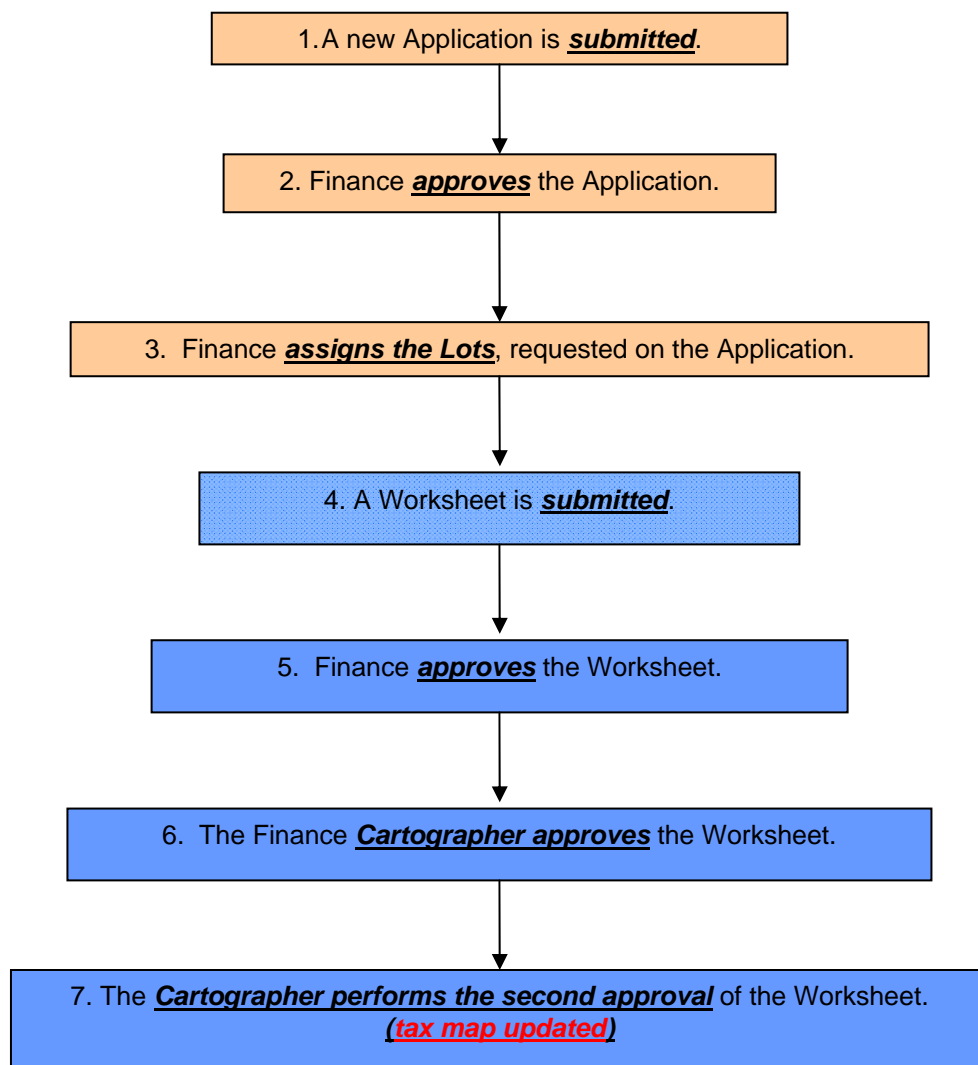
10.0 Email Notification Summary

 The only email address to receive the below notification is identified in the Application Information section of the Application.

10.1 Overview of Emails

1. The following describes how an application and worksheet are tracked and the seven emails notifications you will receive.
2. This is an automated and non-monitored email account. Never reply to any emails received. They will not be answered.

10.2 Email Process Flow

Notifications will be sent after:

```
┌─────────────────────────────────────────┐
│  1. A new Application is submitted.      │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  2. Finance approves the Application.    │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────────┐
│  3.  Finance assigns the Lots, requested    │
│      on the Application.                     │
└─────────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  4. A Worksheet is submitted.            │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  5.  Finance approves the Worksheet.     │
└─────────────────────────────────────────┘
                    │
                    ▼
┌──────────────────────────────────────────────┐
│  6.  The Finance Cartographer approves the   │
│      Worksheet.                               │
└──────────────────────────────────────────────┘
                    │
                    ▼
┌──────────────────────────────────────────────────┐
│  7. The Cartographer performs the second          │
│     approval of the Worksheet.                    │
│     (tax map updated)                             │
└──────────────────────────────────────────────────┘
```

Notes:
1. This standard flow does not show exception process for rejections, withdrawal, etc.
2. Any word in **bold**, *italics*, and underlined represents the action which kicks off an email to be sent.