



# Cooperative / Condominium Abatement Portal (CCAP) User Guide

## Table of Contents

ELIGIBILITY REQUIREMENTS FOR THE COOPERATIVE/CONDOMINIUM .....	3
PROPERTY TAX ABATEMENT .....	3
ACCESSING THE PORTAL .....	4
Portal Registration: .....	4
New Management Companies.....	4
Returning Users .....	8
MAIN MENU.....	9
COMPANY MANAGER PORTAL .....	10
Adding a New User.....	10
Once the newly added Managing Agent logs in, they should go to their profile and update their password. ....	11
Adding or Removing Developments for Users .....	12
Requesting Access to A Development.....	14
FIRST TIME/INITIAL APPLICATION.....	22
RENEWALS – NO CHANGES IN DEVELOPMENT INFORMATION.....	30
REPORTING CHANGES .....	35
VIEWING BREAKDOWN REPORTS .....	42
MANAGING AGENT PROFILE.....	45
FREQUENTLY ASKED QUESTIONS (FAQs) .....	46

## ELIGIBILITY REQUIREMENTS FOR THE COOPERATIVE/CONDOMINIUM PROPERTY TAX ABATEMENT

New owners of cooperative units and condominiums may be eligible for the cooperative/condominium property tax abatement if they have filed a Real Property Transfer Tax (RPTT) form or deed with the Division of Land Records using the Automated City Register Information System [www.nyc.gov/acris](http://www.nyc.gov/acris). Visit the [Cooperative and Condominium Tax Abatement page](https://www1.nyc.gov/site/finance/benefits/landlords-coop-condo.page) (<https://www1.nyc.gov/site/finance/benefits/landlords-coop-condo.page>) for more information.

### Additional Requirements:

- The property must be the owner's primary residence as of January 5.
- The property must be classified as a tax class 2 property.
- Coop or condo owners cannot own more than three residential units in a development and one of the units must be the owner's primary residence.
- Units owned by a trust are eligible only if the unit is the primary residence of the trustee or ***all*** beneficiaries of the trust.
- Updated information must have been submitted to the Department of Finance by the managing agent or a duly authorized representative by the submission deadline of February 15 in order to qualify for the abatement for the upcoming tax year.

The following properties are NOT eligible for the cooperative/condominium property tax abatement:

Co-op or condo developments receiving any of the following exemptions:

- J-51 exemption
- 421A, 420C, 421B, and 421G exemptions
- Housing Development Fund Corporation (HDFC)
- Limited Divided Housing Companies
- Redevelopment Company
- Mitchell-Lama Building
- Division of Alternative Management Programs (DAMP)
- Urban Development Action Area Program (UDAAP)

Units owned by the following entities are *ineligible* for the coop/condo abatement:

- Limited Liability companies (LLC's)
- Limited Partnerships
- Sponsor units (owned by the development)

Units used primarily for the following purposes are *ineligible* for the coop/condo abatement:

- Commercial units
- Parking units
- Storage / Bin units

## ACCESSING THE PORTAL

In order to begin your filing you must first create an account by visiting the [Cooperative/Condominium Tax Abatement Portal](#) (CCAP).

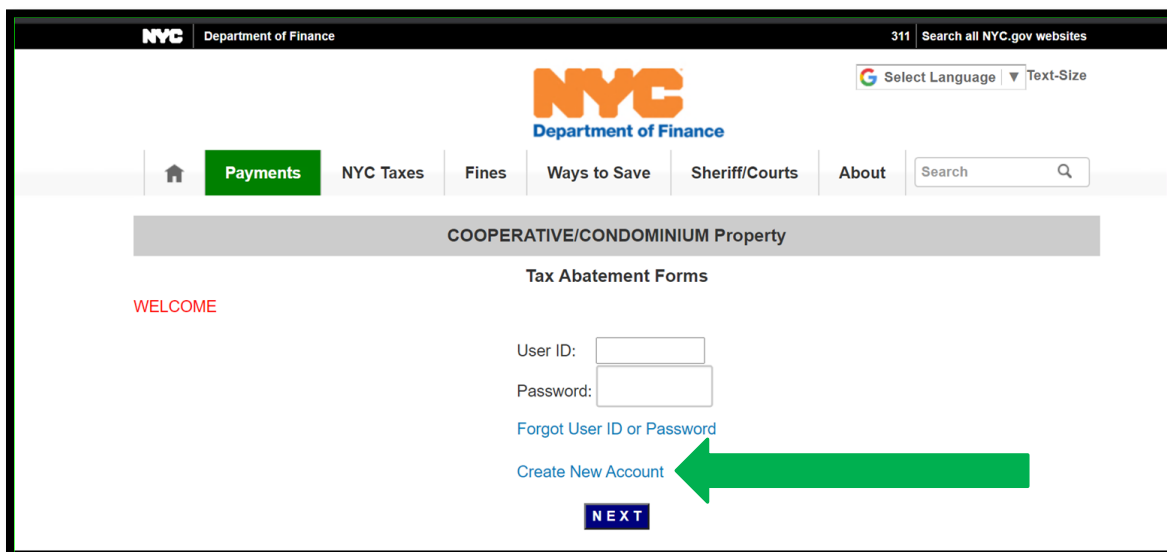
- If you do not have an account and you are a NEW MANAGING AGENT COMPANY that has NOT used the CCAP (formerly referred to as the Electronic Change Form (ECF) Portal) previously, you will need to register by following the steps below, under Portal Registration.
- If your management company already has approved developments, BUT you are a new agent with the company – please contact your Company Administrator to obtain your user ID and password.
- If you already have a user ID and password proceed to login.
- If you cannot remember your user ID or password click the Forgot User ID or Password link.
- If you experience any login or technical issues, please contact [ccainforeq@finance.nyc.gov](mailto:ccainforeq@finance.nyc.gov) for assistance.
- If DOF does not have a Managing Agreement/Contract on record, you must submit one. The system will not allow you to enter developments unless you are the managing company registered with DOF. You can submit the Managing Agreement/Contract using the online system.

### Portal Registration:

#### New Management Companies

1. Click Create NEW Account.

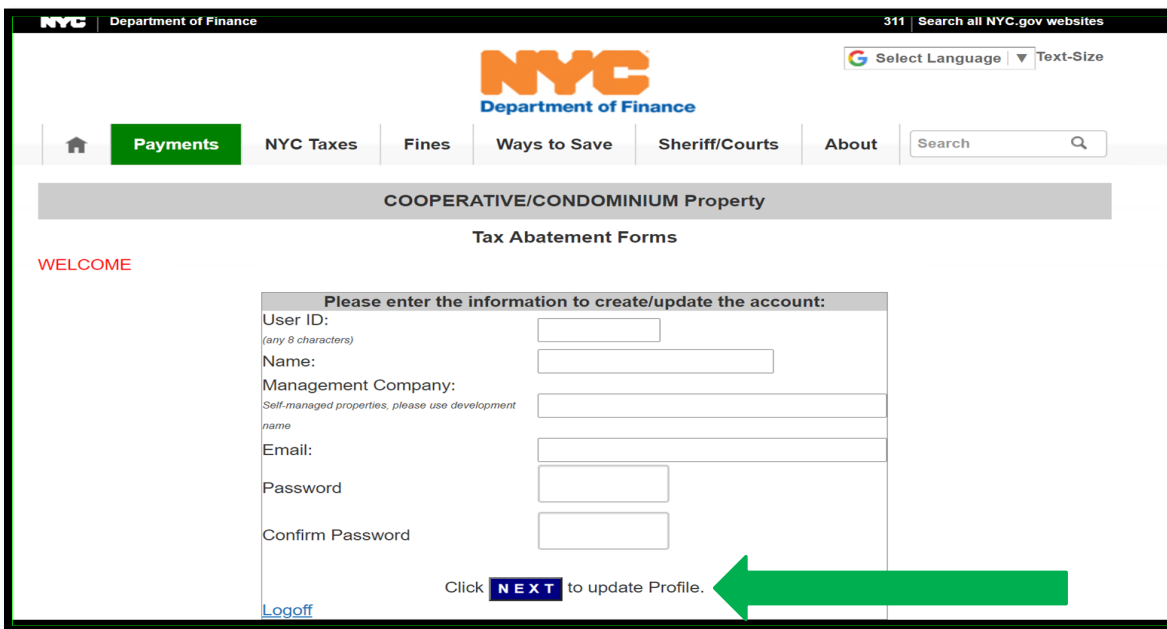
**IMPORTANT: For a new account, select NEW. You will need to add your first development and submit the necessary documentation. Once you add the development and upload the documentation, your information will appear on the DOF Employee Portal for verification and approval. You will receive an email notification advising you that access has been approved or denied. If approved, you will be designated as the Company Administrator and will have access to the Company Manager Portal.**



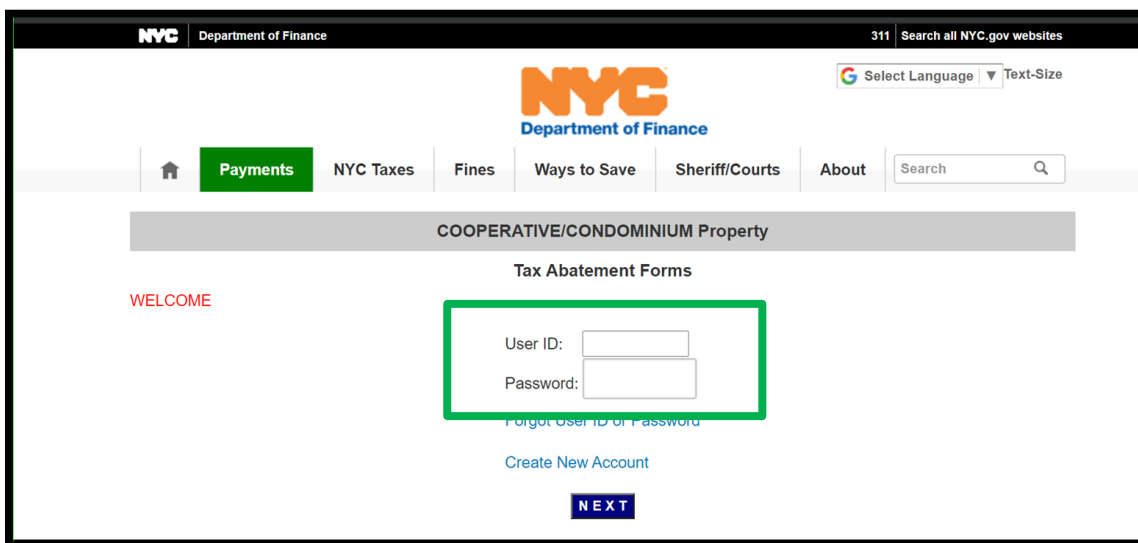
The screenshot shows the NYC Department of Finance website. The top navigation bar includes the NYC logo, 'Department of Finance', and a search bar. Below the navigation bar, there are links for 'Payments', 'NYC Taxes', 'Fines', 'Ways to Save', 'Sheriff/Courts', and 'About'. A search bar is also present. The main content area is titled 'COOPERATIVE/CONDOMINIUM Property' and 'Tax Abatement Forms'. It features a 'WELCOME' message and a login form with fields for 'User ID:' and 'Password:'. Below the login fields are links for 'Forgot User ID or Password' and 'Create New Account'. A green arrow points to the 'Create New Account' link. A 'NEXT' button is located below the 'Create New Account' link.

You will be directed to the following screen:

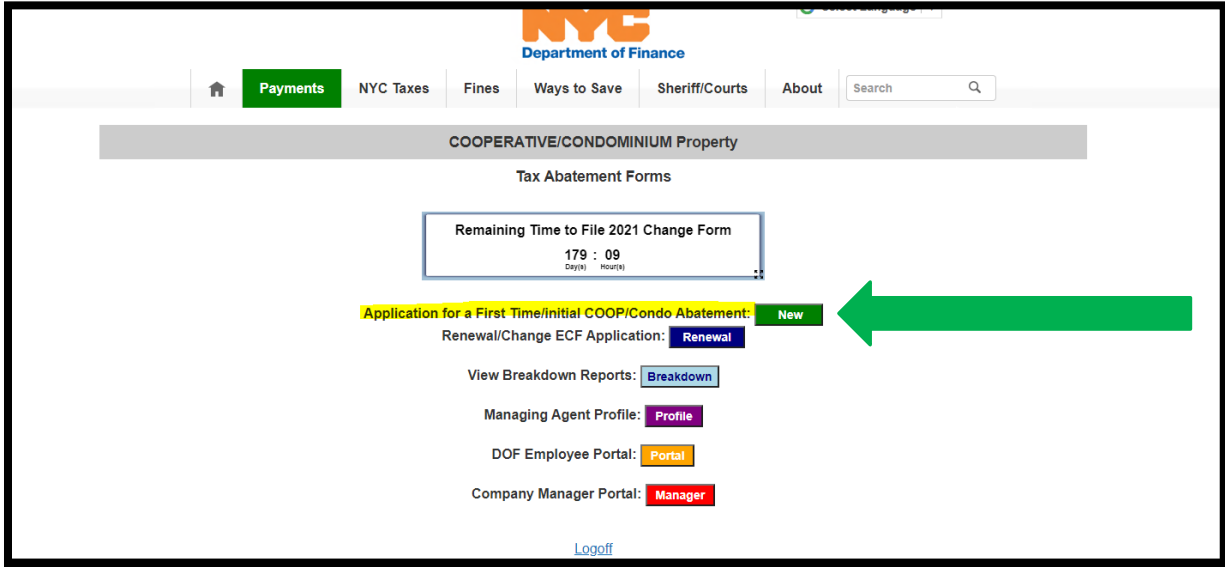
1. Create a unique user ID.
2. Enter your name and the name of the management company.
3. If you are a self-reporting entity, please enter your address in the 'Management Company' box.
4. Enter a valid email address to receive confirmation of your submission.
5. Create and confirm your password. Be sure to save your user ID and password for future access.
6. Then click NEXT.



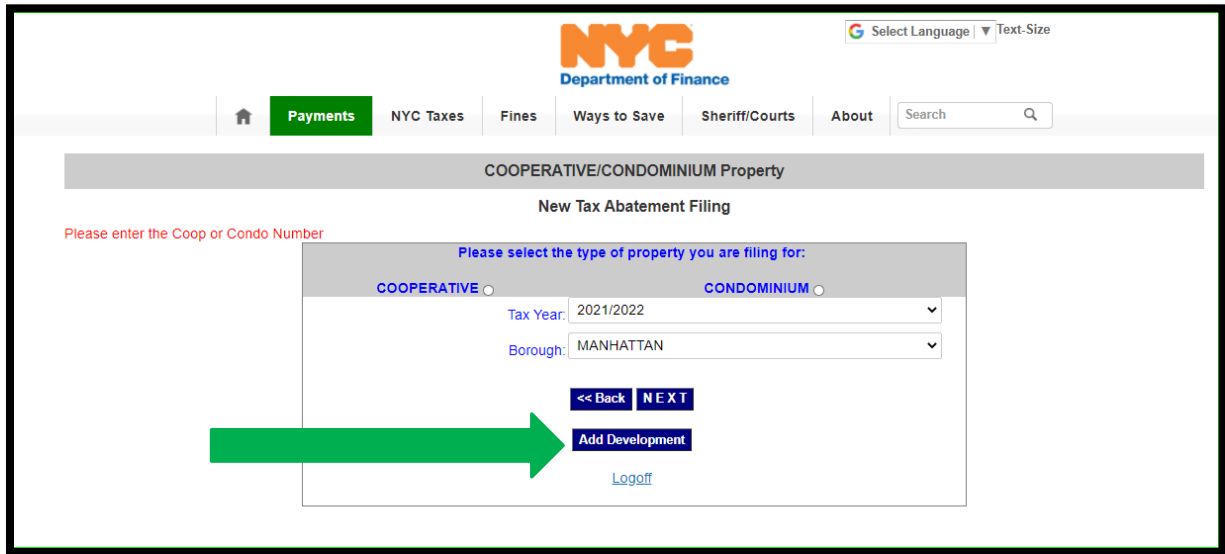
Once you have created your account, you will be returned to the log in screen (below). Please log in using your newly created credentials.



After you have logged in you will see the following screen. Click on Application for a First Time/Initial COOP/Condo Abatement:



Click the Add Development button.



Select the development type from the dropdown list (Coop or Condo) and the borough. Then enter the development number.

If you do not know the development number you can look it up using DOF's Property Tax Web Access Portal at: <https://a836-pts-access.nyc.gov/care/forms/htmlframe.aspx?mode=content/home.htm>.

[Home](#) | **Property Information** | [Apply for Exemptions](#) | [Get Help](#)

[Property Address Search](#) | [BBL Search](#) | [REUC Search](#)

**419 EAST 84 STREET** Borough: MANHATTAN  
Block: 1564 Lot: 7501

**Property Owner(s)**  
 NAME NOT ON FILE

**Property Data**

Tax Year	2020/21
Lot Grouping	
Property Address	419 EAST 84 STREET, 10028
Tax Class	2
Building Class	R0 - SPECIAL CONDOMINIUM BILLING LOT
Condo Development	100006
Condo Suffix	

If you are still unable to locate the development number, please email [ccainforeq@finance.nyc.gov](mailto:ccainforeq@finance.nyc.gov) for assistance.

On the screen below you will upload a copy of your current management agreement (showing the stated contract period, not a month-to-month extension contract clause) for the development referenced above. The contract will serve to verify your authorization to request changes for this development. It must be properly signed, dated, and clearly indicate the development name, managing agent company, and start date. **All** pages must be uploaded.

NYC Department of Finance | Search on NYC.gov websites

**2021,2021 Attachments/Stock Certificates for New Development**

UserID = TESTRR

Enter the COOP/Condo Development information and submit the supporting documents of the Development you would like to add to your profile to be able to manage via the application:

Coop or Condo:  Borough:  Number:

Click the button below to 'choose' the file to be uploaded.  
 Once selected click the 'Upload' link to send the file to the Dept. of Finance server.  
 Do this for all of your attachments.

No file chosen

Copyright 2014 The City of New York | [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

Click on Choose Files to upload the development's managing agent contract.

**Note: If you are representing a self-managed development, please upload a copy of the HPD registration, Board meeting minutes, or other documentation that indicates that you are authorized to transact business on behalf of the development.**

Once you have completed uploading your documentation, you will note the uploaded file in the Files Selected section. Enter any comments you may have, confirm that your email is correct, then click Submit.

NYC  
Department of Finance

**2021,2021 Attachments/Stock Certificates for New Development**

UserID = TESTRR

Enter the COOP/Condo Development information and submit the supporting documents of the Development you would like to add to your profile to be able to manage via the application:

Coop or Condo    Borough    Number  
[ ]    [MANHATTAN]    [ ]

Click the button below to 'choose' the file to be uploaded.  
Once selected click the 'Upload' link to send the file to the Dept. of Finances server.  
Do this for all of your attachments.

[Choose Files] No file chosen    [Upload Documents]

Files Selected:  
20150410\_162545-1.jpg

Enter your email address then click 'Submit' to confirm submission of supporting documents and to receive a confirmation email from Finance.

Any Comments: [ ]

Your email Address: dofketest@gmail.com    [Submit]

Copyright 2014 The City of New York    [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

You will see the submission confirmation shown below. Click Close this Window to return to the portal.

NYC  
Department of Finance

Thank you, the supporting documents have been sent. You should be receiving an Email to confirm your submission

[Close this window](#)

Once the development request has been reviewed, you will receive an email notifying you whether your access has been approved or denied. Upon approval, you will be designated as the Company Administrator and will have access to the Company Manager Portal.

### Returning Users

1. Visit the [Coop Condo Abatement Portal](https://webapps.nyc.gov/CICS/fin1/abcg001i) (https://webapps.nyc.gov/CICS/fin1/abcg001i) to file an Initial COOP/Condo Abatement application or a submit Renewals/Changes:
2. Log in using your current user ID and password.



## MAIN MENU

The screenshot shows the NYC Department of Finance website interface. At the top, there is a navigation bar with the NYC logo, the text 'Department of Finance', and a search bar. Below the navigation bar, there is a main menu with several options: 'Payments' (highlighted in green), 'NYC Taxes', 'Fines', 'Ways to Save', 'Sheriff/Courts', and 'About'. A search bar is also present in the main menu. The main content area is titled 'COOPERATIVE/CONDOMINIUM Property Tax Abatement Forms'. Below this title, there is a box indicating the 'Remaining Time to File 2021 Change Form' as '173 : 09' (173 days and 09 hours). Below the time box, there are several application options: 'Application for a First Time/initial COOP/Condo Abatement:' with a 'New' button, 'Renewal/Change ECF Application:' with a 'Renewal' button, 'View Breakdown Reports:' with a 'Breakdown' button, 'Managing Agent Profile:' with a 'Profile' button, 'DOF Employee Portal:' with a 'Portal' button, and 'Company Manager Portal:' with a 'Manager' button. At the bottom of the page, there is a 'Logoff' link.

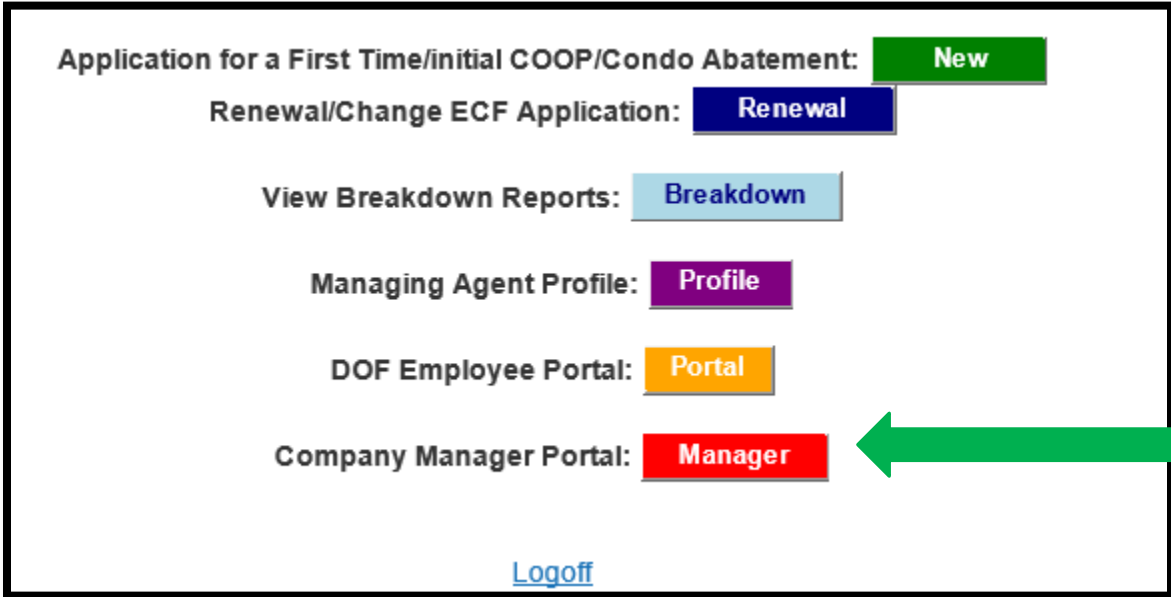
**IMPORTANT – For a new account, select NEW. You will need to add your first development and submit the necessary documentation. Once you add the development and upload the documentation, your information will appear on the DOF Employee Portal for verification and approval. Once the development requests have been reviewed, you will receive an email notification advising you that access has been approved or denied. At this point, you will be designated as the Company Administrator and will have access to the Company Manager Portal.**

**Managing agents must have developments assigned to them by the Company Administrator in order to access any transactions in the CCAP Portal.**

# COMPANY MANAGER PORTAL

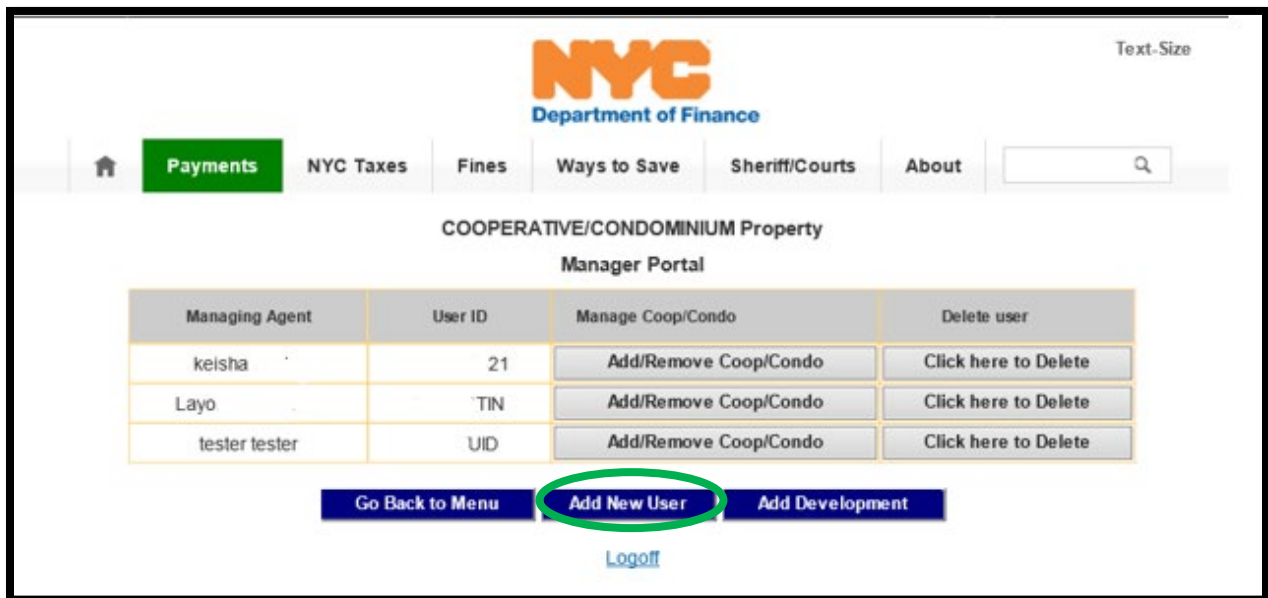
Welcome to the new Company Manager Portal. This is where company administrators can add/remove managing agents, assign developments to users, and request access to developments for the company portfolio. In order to access the Company Manager Portal, you must be the Company Administrator. If you are unsure who your Company Administrator is, please contact DOF at [ccainforeq@finance.nyc.gov](mailto:ccainforeq@finance.nyc.gov).

To get started, click on Company Manager Portal:



A screen will appear showing all users. If a new user needs access to the portal and you do not see them on the dropdown list click Add New User.

## Adding a New User



When adding a new user, the Company Administrator will enter all information on the New Account Entry Form, then click NEXT to create the profile.

After you have successfully entered the data and clicked NEXT, you will receive a message at the top of the Manager Portal page that says, "Account has been created." You will also see that the new user has been added.

Managing Agent	User ID	Manage Coop/Condo	Delete user
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
test man	TESTMAN1	Add/Remove Coop/Condo	Click here to Delete

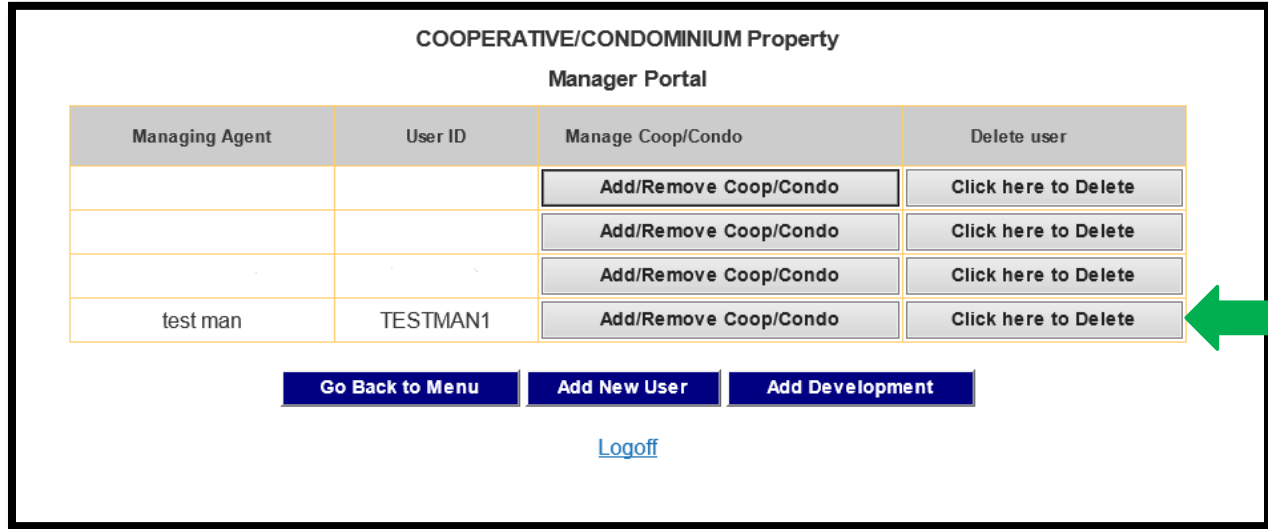
[Go Back to Menu](#) [Add New User](#) [Add Development](#)

[Logoff](#)

Once the newly added Managing Agent logs in, they should go to their profile and update their password.

## Deleting a User

If you would like to delete a user, choose Click here to Delete under the Delete User column on the far right of the screen.



COOPERATIVE/CONDOMINIUM Property  
Manager Portal

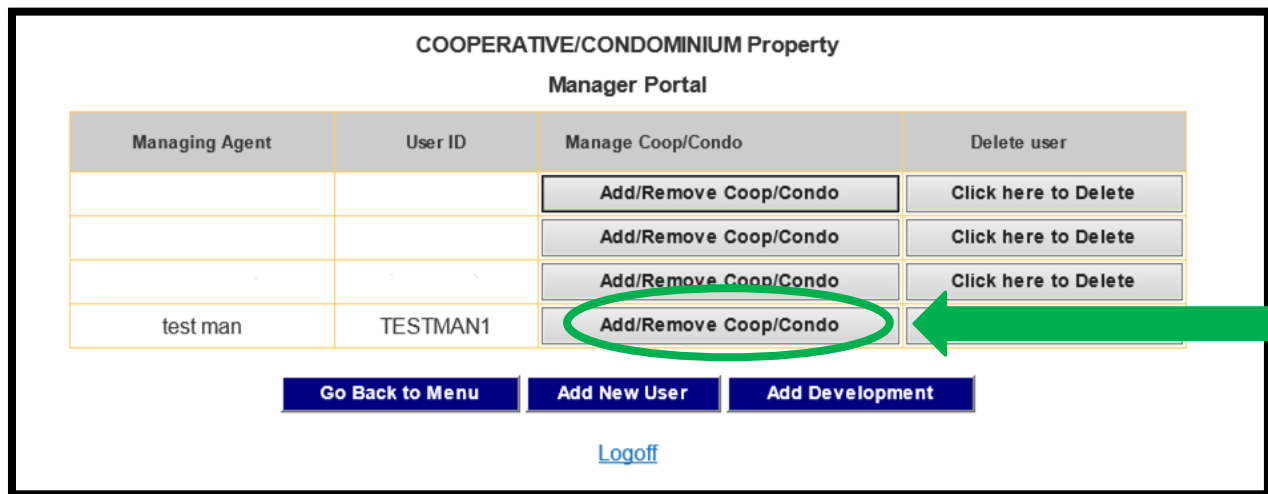
Managing Agent	User ID	Manage Coop/Condo	Delete user
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
test man	TESTMAN1	Add/Remove Coop/Condo	Click here to Delete

[Go Back to Menu](#) [Add New User](#) [Add Development](#)

[Logoff](#)

## Adding or Removing Developments for Users

If you would like to add or remove a development for one of the users, click Add/Remove Coop/Condo next to the user ID, in the Manage Coop/Condo column.



COOPERATIVE/CONDOMINIUM Property  
Manager Portal

Managing Agent	User ID	Manage Coop/Condo	Delete user
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
test man	TESTMAN1	Add/Remove Coop/Condo	Click here to Delete

[Go Back to Menu](#) [Add New User](#) [Add Development](#)

[Logoff](#)

On the following screen, you will see a list of all the coops and condos approved for your company. To add a development for a user, click Add Coop/Condo next to the development you would like the user to have access to.

**COOPERATIVE/CONDOMINIUM Property**  
**Manager Portal**

User ID **TESTMAN1** is eligible to work with the following Coop/Condo developments

Coop/Condo's to add	Add	Coop/Condo's to remove	Remove
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CD-1	<input type="button" value="Add Coop/Condo"/>		
CD-1-	<input type="button" value="Add Coop/Condo"/>		

[Logoff](#)

You will see the development move from the Coop/Condos to add column to the Coop/Condos to remove column, which means that the user now has access to the development.

**COOPERATIVE/CONDOMINIUM Property**  
**Manager Portal**

User ID **TESTMAN1** is eligible to work with the following Coop/Condo developments

Coop/Condo's to add	Add	Coop/Condo's to remove	Remove
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1-	<input type="button" value="Remove Coop/Condo"/>
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CD-1-	<input type="button" value="Add Coop/Condo"/>		
CD-1-	<input type="button" value="Add Coop/Condo"/>		

[Logoff](#)


If you would like to remove the user's access to a development, click Remove Coop/Condo next to the development number. The coop or condo will be removed and appear under the Coop/Condos to add list.

**COOPERATIVE/CONDOMINIUM Property  
Manager Portal**

User ID **TESTMAN1** is eligible to work with the following Coop/Condo developments

Coop/Condo's to add	Add	Coop/Condo's to remove	Remove
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1-	<input type="button" value="Remove Coop/Condo"/>
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CO-1-	<input type="button" value="Add Coop/Condo"/>		
CD-1-	<input type="button" value="Add Coop/Condo"/>		
CD-1-	<input type="button" value="Add Coop/Condo"/>		

[Logoff](#)



## Requesting Access to A Development

If you would like to see all the developments currently listed under your account, click Add/Remove Coop/Condo next to your user ID.

**COOPERATIVE/CONDOMINIUM Property  
Manager Portal**

Managing Agent	User ID	Manage Coop/Condo	Delete user
		<input type="button" value="Add/Remove Coop/Condo"/>	<input type="button" value="Click here to Delete"/>
		<input type="button" value="Add/Remove Coop/Condo"/>	<input type="button" value="Click here to Delete"/>
		<input type="button" value="Add/Remove Coop/Condo"/>	<input type="button" value="Click here to Delete"/>
test man	TESTMAN1	<input type="button" value="Add/Remove Coop/Condo"/>	<input type="button" value="Click here to Delete"/>

[Logoff](#)



The Manage Coop/Condo column, will have a list of all of the developments assigned to your profile **BUT** you will not have full access to the development(s) until you click the Add/Remove a Coop/Condo button.

Once you click the option next to each development to be added to your profile, the developments will move over to the right side, underneath the **Coop/Condo's to remove** column.

**COOPERATIVE/CONDOMINIUM Property  
Manager Portal**

User ID **LRTESTIN** is eligible to work with the following Coop/Condo developments

Coop/Condo's to add	Add	Coop/Condo's to remove	Remove
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1	<input type="button" value="Remove Coop/Condo"/>
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1	<input type="button" value="Remove Coop/Condo"/>
		CO-1	<input type="button" value="Remove Coop/Condo"/>
		CD-1	<input type="button" value="Remove Coop/Condo"/>
		CD-1	<input type="button" value="Remove Coop/Condo"/>

[Logoff](#)

If you do not see the development you are looking for on this list, you will need to request access. To do that, click Go Back to get back to the previous screen.

**COOPERATIVE/CONDOMINIUM Property  
Manager Portal**

User ID **LRTESTIN** is eligible to work with the following Coop/Condo developments


Coop/Condo's to add	Add	Coop/Condo's to remove	Remove
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1	<input type="button" value="Remove Coop/Condo"/>
CO-1	<input type="button" value="Add Coop/Condo"/>	CO-1	<input type="button" value="Remove Coop/Condo"/>
		CO-1	<input type="button" value="Remove Coop/Condo"/>
		CD-1	<input type="button" value="Remove Coop/Condo"/>
		CD-1	<input type="button" value="Remove Coop/Condo"/>

[Logoff](#)

Click Add Development.

COOPERATIVE/CONDOMINIUM Property Manager Portal			
Managing Agent	User ID	Manage Coop/Condo	Delete user
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
		Add/Remove Coop/Condo	Click here to Delete
test man	TESTMAN1	Add/Remove Coop/Condo	Click here to Delete

[Go Back to Menu](#) [Add New User](#) [Add Development](#) [Logoff](#)

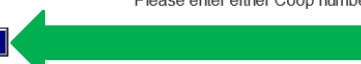


On this screen you will enter the borough number (1-Manhattan, 2-Bronx, 3-Brooklyn, 4-Queens, 5-Staten Island) and the Coop or Condo Number. Then click Search Development Name.

**Development Access Request**  
Please enter Boro & Coop/Condo number to search for Development Name

<input type="text" value="0"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>
--------------------------------	-----------------------------------	-----------------------------------

Boro \* (\* All Fields Are Required)      Please enter either Coop number or      Condo number

[Search Development Name](#) 

**SECTION A: DEVELOPMENT INFORMATION - The following pertains to the entire COOP development**

<input type="text"/>	<input type="text" value="00000000"/>
----------------------	---------------------------------------

Development Name\*      COOP Employer Identification Number (EIN)\*

**Officer/Managing Agent**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Name of Officer\*      Title of Officer\*

Name of Management Company (Self-managed properties, please use development name)\*

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Telephone Number in format XXX-XXX-XXXX\*      Email Address\*

Office Address\*



The development name should populate once you click Search Development Name and you should see the following message under the title of the screen: **Development record found. Please enter Management company info and Submit.\***

**Development Access Request**  
**Development record found. Please enter Management company info and Submit**

1      000      0000  
Boro \* (\* All Fields Are Required)      Please enter either Coop number or      Condo number

**Search Development Name**

SECTION A: DEVELOPMENT INFORMATION - *The following pertains to the entire COOP development*

BEAVER TOWER INC      0000000000  
Development Name\*      COOP Employer Identification Number (EIN)\*

**Officer/Managing Agent**

Name of Officer\*      Title of Officer\*

Name of Management Company (Self-managed properties, please use development name)\*

Telephone Number in format XXX-XXX-XXXX\*      Email Address\*

Office Address\*

\*If the development name does not populate after clicking Search Development Name, leave that field blank and continue to fill out the rest of the required fields.

Once you have entered the information for all required fields, click **Submit** at the bottom of the page.

**Search Development Name**

SECTION A: DEVELOPMENT INFORMATION - *The following pertains to the entire COOP development*

BEAVER TOWER INC        
Development Name\*      COOP Employer Identification Number (EIN)\*

**Officer/Managing Agent**

Name of Officer\*      Title of Officer\*

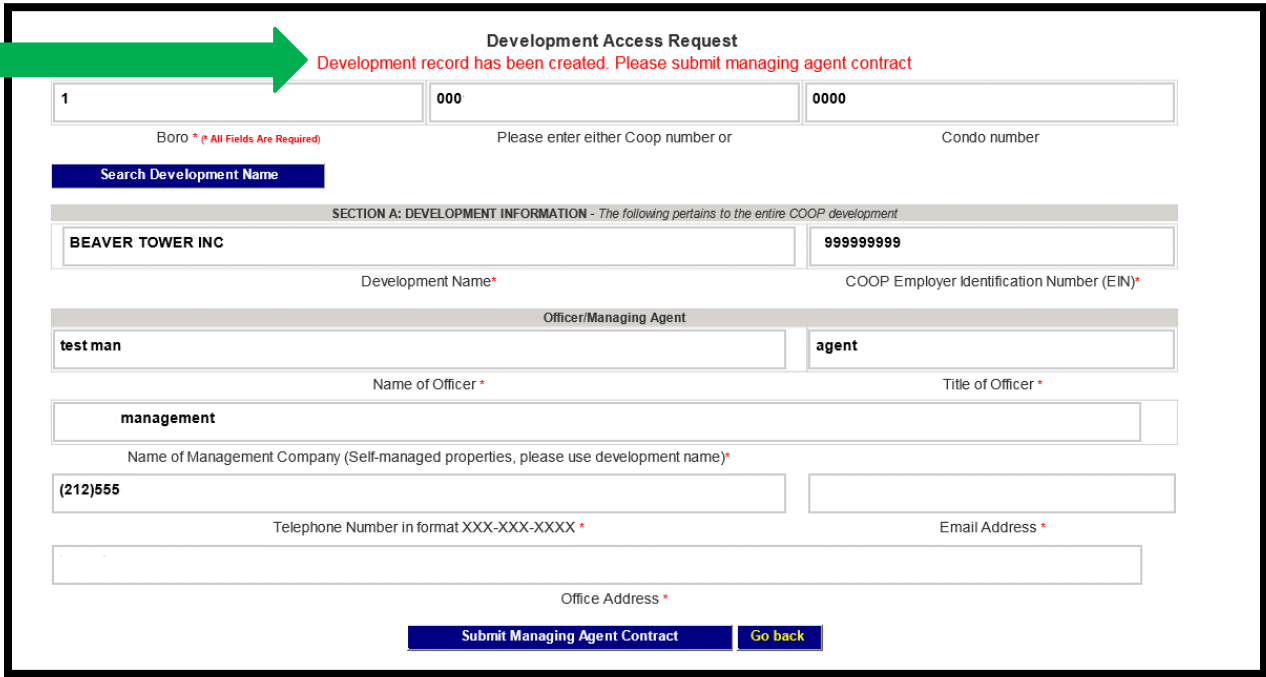
Name of Management Company (Self-managed properties, please use development name)\*

Telephone Number in format XXX-XXX-XXXX\*      Email Address\*

Office Address\*

**Submit**      **Submit Managing Agent Contract**      **Go back**

A message will then appear at the top of the screen: **Development has been created. Please submit agent contract.** You must then submit the management agreement.



**Development Access Request**  
Development record has been created. Please submit managing agent contract

1      000      0000  
Boro \* (\* All Fields Are Required)      Please enter either Coop number or      Condo number

**Search Development Name**

SECTION A: DEVELOPMENT INFORMATION - The following pertains to the entire COOP development

**BEAVER TOWER INC**      **99999999**  
Development Name\*      COOP Employer Identification Number (EIN)\*

**test man**      **agent**  
Name of Officer\*      Title of Officer\*

**management**  
Name of Management Company (Self-managed properties, please use development name)\*

**(212)555**        
Telephone Number in format XXX-XXX-XXXX\*      Email Address\*

**Office Address\***

**Submit Managing Agent Contract**      **Go back**

Click Submit Managing Agent Contract at the bottom of the screen.



**Development Access Request**  
Development record has been created. Please submit managing agent contract

1      000      0000  
Boro \* (\* All Fields Are Required)      Please enter either Coop number or      Condo number

**Search Development Name**

SECTION A: DEVELOPMENT INFORMATION - The following pertains to the entire COOP development

**BEAVER TOWER INC**      **99999999**  
Development Name\*      COOP Employer Identification Number (EIN)\*

**test man**      **agent**  
Name of Officer\*      Title of Officer\*

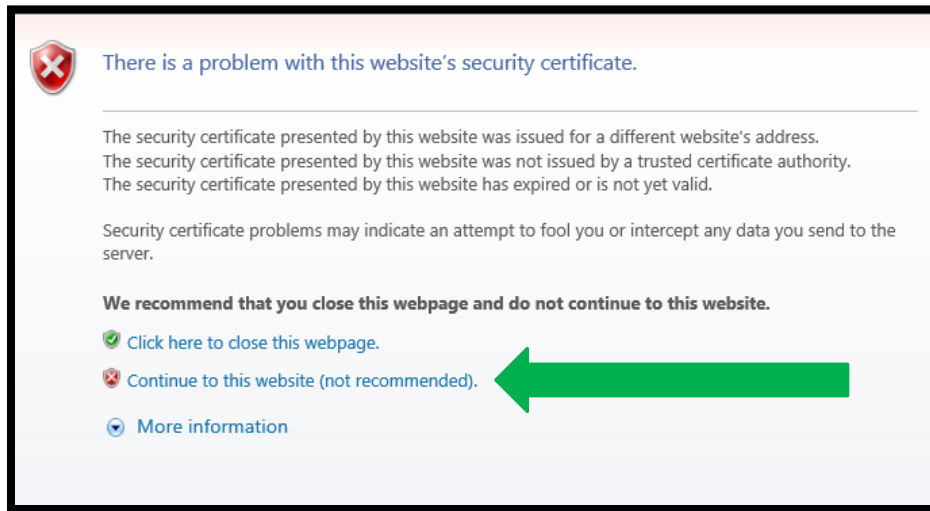
**management**  
Name of Management Company (Self-managed properties, please use development name)\*

**(212)555**        
Telephone Number in format XXX-XXX-XXXX\*      Email Address\*

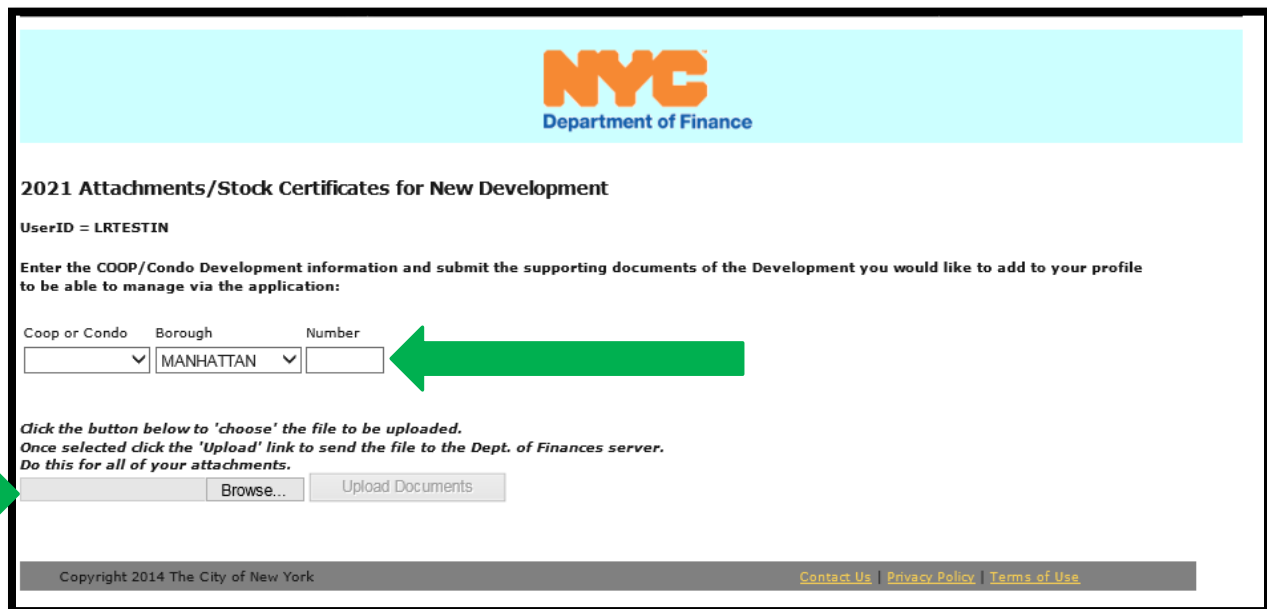
**Office Address\***

**Submit Managing Agent Contract**      **Go back**

If you encounter a security screen, click Continue to this website (not recommended).



Select coop or condo from the dropdown, choose the borough and enter the coop/condo number. You will then click browse and attach your management agreement.



Once the contract/agreement is attached, click Upload Documents.

NYC Department of Finance 311 Search all NYC.gov websites

**NYC**  
Department of Finance

### 2021 Attachments/Stock Certificates for New Development

UserID = LRTESTIN

Enter the COOP/Condo Development information and submit the supporting documents of the Development you would like to add to your profile to be able to manage via the application:

Coop or Condo    Borough    Number  
       

*Click the button below to 'choose' the file to be uploaded.  
Once selected click the 'Upload' link to send the file to the Dept. of Finances server.  
Do this for all of your attachments.*

\\msdofnetapp001m.financ:

Copyright 2014 The City of New York    [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

An additional section will appear, showing the file(s) you selected. Enter your email address and click Submit.

2021 Attachments/Stock Certificates for New Development

UserID = LRTESTIN

Enter the COOP/Condo Development information and submit the supporting documents of the Development you would like to add to your profile to be able to manage via the application:

Coop or Condo    Borough    Number  
       

*Click the button below to 'choose' the file to be uploaded.  
Once selected click the 'Upload' link to send the file to the Dept. of Finances server.  
Do this for all of your attachments.*

Files Selected:  
1-

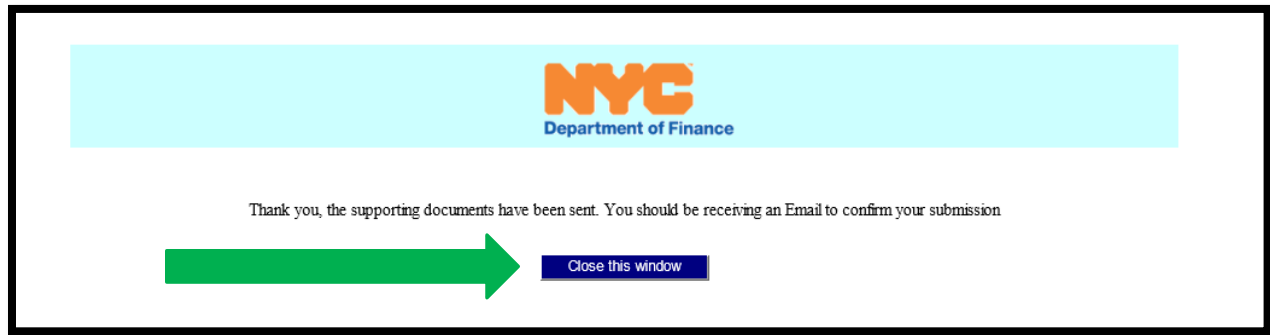
Enter your email address then click 'Submit' to confirm submission of supporting documents and to receive a confirmation email from Finance.

Any Comments:

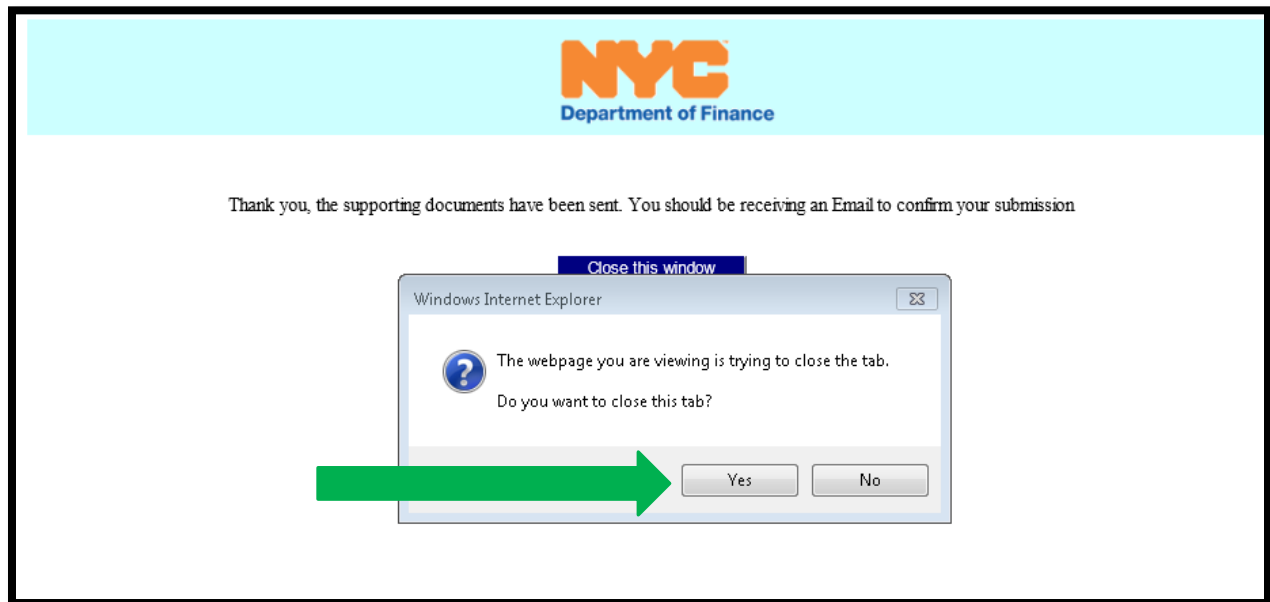
Your email Address:

Copyright 2014 The City of New York    [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

You will receive a message saying that your documents have been sent and you should also receive an email to confirm your submission. Click Close this Window.



A pop-up message will ask if you want to close the tab, click Yes. You will then be returned to the Main Menu.



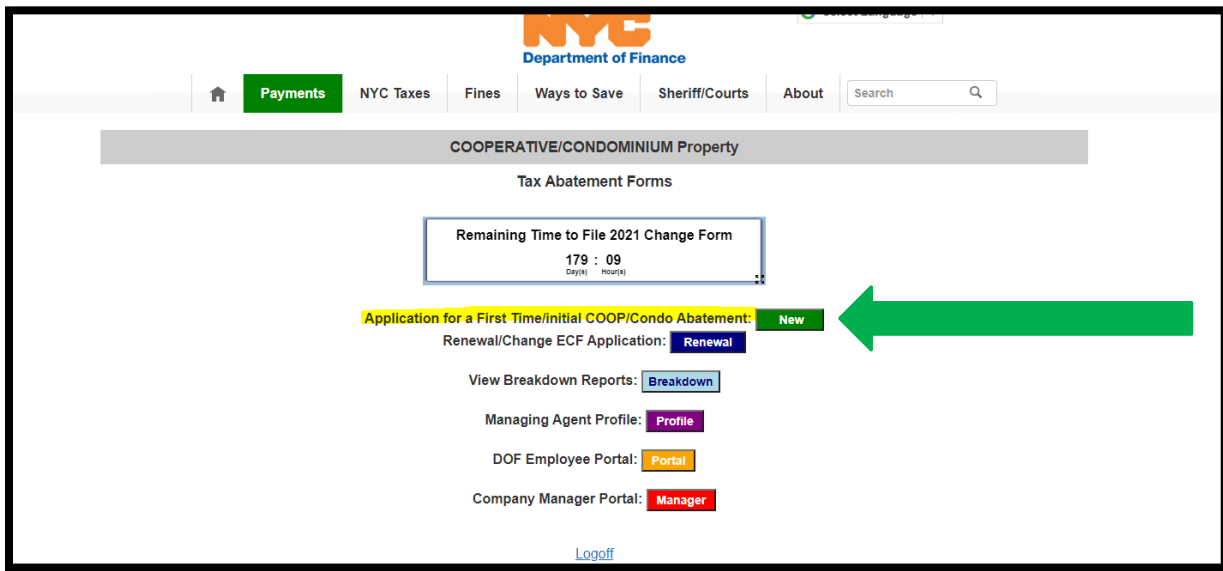
Your request will be sent to the Department of Finance and will be processed. Once it is either approved or denied, you will receive another email letting you know the status.

- If your access to the development is approved, the coop or condo should appear on your list.
- If access is denied you will receive a separate email advising you of the issue.

## FIRST TIME/INITIAL APPLICATION

Welcome to the new First Time/Initial Application section! This is the section you should complete if you are applying for coop or condo abatement for the first time for a development. This includes developments that are coming off a commercial exemption, which are now eligible for the abatement.

Click on Application for a First Time/Initial COOP/Condo Abatement:



The screenshot shows the NYC Department of Finance website. The navigation bar includes 'Payments', 'NYC Taxes', 'Fines', 'Ways to Save', 'Sheriff/Courts', and 'About'. The main content area is titled 'COOPERATIVE/CONDOMINIUM Property Tax Abatement Forms'. A timer indicates 'Remaining Time to File 2021 Change Form: 179 : 09'. The 'Application for a First Time/initial COOP/Condo Abatement:' link is highlighted in yellow and has a green arrow pointing to its 'New' button. Other links include 'Renewal/Change ECF Application: Renewal', 'View Breakdown Reports: Breakdown', 'Managing Agent Profile: Profile', 'DOF Employee Portal: Portal', and 'Company Manager Portal: Manager'. A 'Logoff' link is at the bottom.

Select the type of property you are filing for, COOPERATIVE or CONDOMINIUM:



The screenshot shows the 'New Tax Abatement Filing' form. The page title is 'COOPERATIVE/CONDOMINIUM Property'. A red error message says 'Please enter the Coop or Condo Number'. The form asks to 'Please select the type of property you are filing for:' with two radio button options: 'COOPERATIVE' and 'CONDOMINIUM', both of which are circled in green. Below these are dropdown menus for 'Tax Year' (set to 2021/2022) and 'Borough' (set to MANHATTAN). At the bottom are '<< Back' and 'NEXT >>' buttons, and a 'Logoff' link.

Enter the borough and select the Coop or Condo Number from the dropdown. Then click NEXT.

\*If you do not see your Coop/Condo ID Number in the dropdown, that means you have not been granted access to the development. In order to get access, your company administrator must assign the development to you. If you are the company administrator, go to the Company Manager Portal section of this guide where you will find information on how to gain access to a development.

Enter all information in the the required fields, then click NEXT.

**HELPFUL TIP FOR CO-OPS WITH SPONSORED UNITS:** If there are sponsored units within the development, enter the sponsored units and shares separately from the residential units and shares. Both should be included in the total units and shares. Example: A development has 10 residential units with 1,000 shares. Of those units, 2 are sponsored with a total of 100 shares. When entering on this screen, the Residential Units will be 8, the Residential Units owned by sponsor will be 2. Residential shares will be 900 shares and Residential Shares owned by sponsor will be 100 shares. The total units will be 10 and the total number of shares will be 1,000 shares.

Total Number of Buildings\*  
1

Residential Units \*  
8

Residential Units owned by sponsor\*  
2

Commercial Units\*  
00000

Total Units\*  
10

Residential Shares(for coops only)\*  
900

Residential Shares owned by sponsor(for coops only)\*  
100

commercial Shares(for coops only)\*  
000000

Total Shares(for coops only)\*  
1000

Next Cancel

(Info has not been saved)

After entering all information and clicking Next, the next screen will be the Unit Information Update page (below). To input the units for the development, you must use the coop/condo template which will be in the form of an Excel spreadsheet. Click Get the Coop/Condo Unit Template.

NYC Department of Finance

2021 COOP Property Tax Abatement Application Form

WELCOME

Borough:MANHATTAN Block:00143 Lot:0004 COOP No:000032

Delete	Copy/Change	Rec#	Boro	Block	Lot	Bldg#	Suff#	Unit/Apt# (separate with .)	Unit Type	Sponsor Owned?	Owner Name (Last Name First Name)	Type of Tax ID	Full Tax ID# (only numbers)	Primary Res?	Shares	Sale Date (mm/dd/yyyy)	Change Type	Trusts
		001	1	00143	0004	001	000							N		08/20/2020	New Sale & New Co.	
											Owner 2:	S		N				
											Owner 3:	S		N				
											Owner 4:	S		N				

Add/Save Row 001 Preview and Submit Cancel

(Submitter only has been saved)

Get the Coop/Condo Unit Template Upload Completed Unit Template Attachments/Stock Certificates

WELCOME

\* To 'Delete' a row, click the check box (under Delete) next to the Lot# and Apt#. (The selected row will be removed and marked for deletion).

If you are using Internet Explorer and a security warning pops up, click Continue to this website (not recommended).

There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.  
The security certificate presented by this website was not issued by a trusted certificate authority.  
The security certificate presented by this website has expired or is not yet valid.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

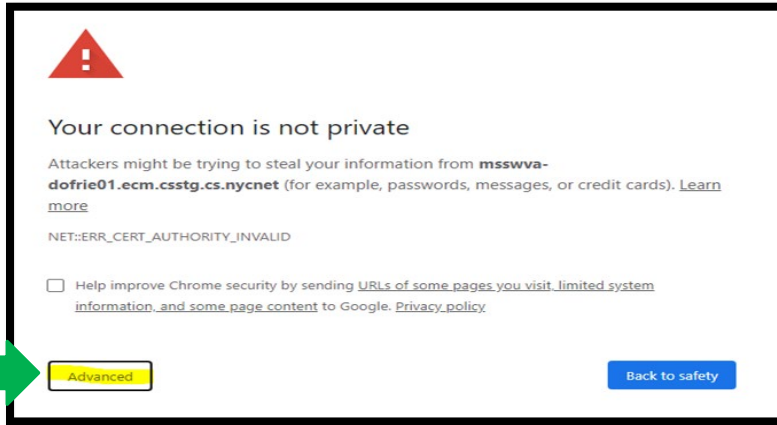
Click here to close this webpage.

Continue to this website (not recommended).

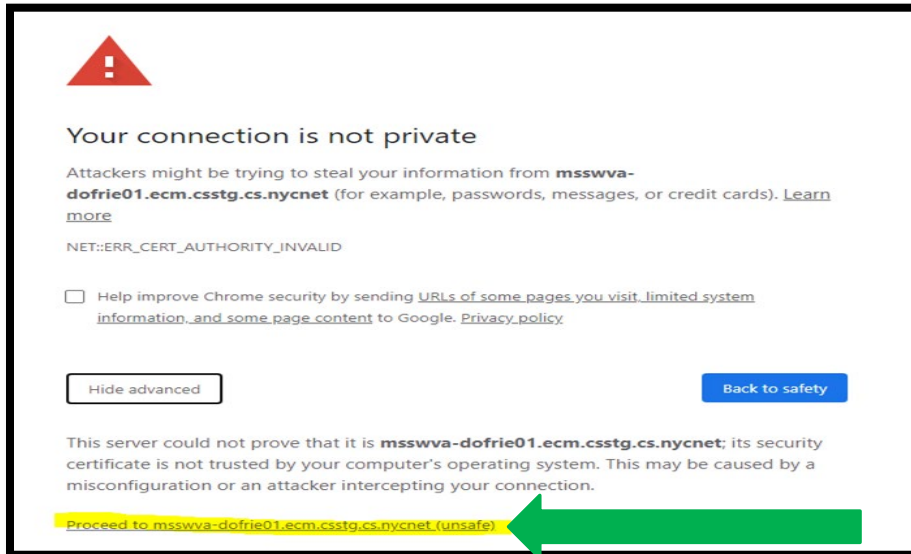
More information



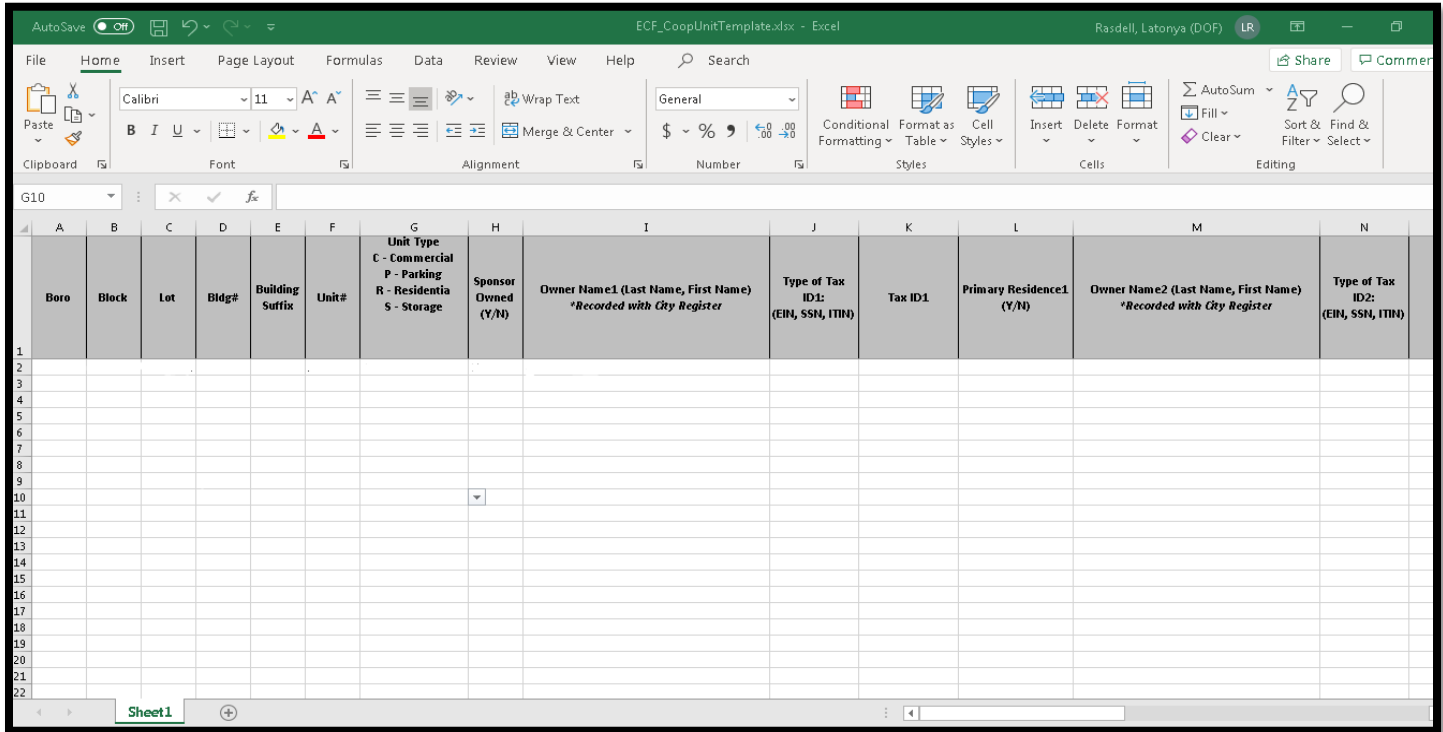
If you are using Chrome, click Advanced, then click Proceed.



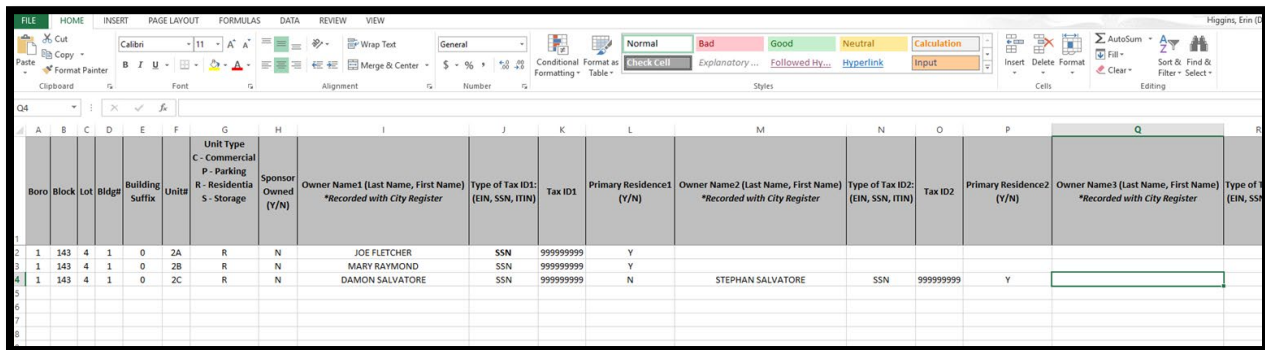
Click Proceed to [msswva-dofrie01.ecm.csstg.cs.nycnet \(unsafe\)](https://msswva-dofrie01.ecm.csstg.cs.nycnet).



This template will appear after you click the link:



Fill in all columns. ALL UNITS in the development should be listed here. This includes parking spaces, storage and commercial units and units that may be owned by a business or sponsor. Once complete, save the template to your computer.



Click to Go back to the Unit Information Update units page and click Upload Completed Unit Template.

The screenshot shows the NYC Department of Finance website with the '2021 COOP Property Tax Abatement Application Form'. The page title is 'WELCOME' and the address is 'Borough:MANHATTAN Block:00143 Lot:0004 COOP No:000032'. Below the header is a table for 'SECTION C: UNIT INFORMATION UPDATES'. The table has columns for 'Delete', 'Copy/Change', 'Rec'd', 'Boro', 'Block', 'Lot', 'Bldg#', 'Suff#', 'Unit/Apt#', 'Unit Type', 'Sponsor Owned?', 'Owner Name', 'Type of Tax ID', 'Full Tax ID#', 'Primary Res?', 'Shares', 'Sale Date', 'Change Type', and 'Trusts'. A row is visible with 'Rec'd' checked, 'Boro' as '1', 'Block' as '00143', and 'Lot' as '0004'. Below the table are buttons for 'Add/Save Row 001', 'Preview and Submit', and 'Cancel'. At the bottom, there are links for 'Get the Coop/Condo Unit Template', 'Upload Completed Unit Template' (circled in green), and 'Attachments/Stock Certificates'. A note at the bottom explains how to delete or update rows.

Click Choose File and attach your saved template.

The screenshot shows the 'COOP Property Tax Abatement Application - Unit Upload' page. The page title is 'COOP Property Tax Abatement Application - Unit Upload'. Below the title, it displays 'Certificate No. 1-CO-000032-000-2021 (Borough Code-Type Code-Coop/Condo Number-Seq. Number) Type: CO = Coop, CD = Condo' and 'Boro = 1 Block = 00143 Lot = 0004'. A green arrow points to the 'Choose File' button, which currently shows 'No file chosen'. There is also an 'Upload Unit Info' button. The footer contains 'Copyright 2014 The City of New York' and links for 'Contact Us', 'Privacy Policy', and 'Terms of Use'.

Once attached, click Upload Unit Info.

The screenshot shows the 'COOP Property Tax Abatement Application - Unit Upload' page. The page title is 'COOP Property Tax Abatement Application - Unit Upload'. Below the title, it displays 'Certificate No. 1-CO-000032-000-2021 (Borough Code-Type Code-Coop/Condo Number-Seq. Number) Type: CO = Coop, CD = Condo' and 'Boro = 1 Block = 00143 Lot = 0004'. The 'Choose File' button now shows 'ECF\_CoopUni...(1-32).xlsx'. A green arrow points to the 'Upload Unit Info' button. The footer contains 'Copyright 2014 The City of New York' and links for 'Contact Us', 'Privacy Policy', and 'Terms of Use'.

A message will appear on the screen that says, Spreadsheet is ready to upload. It should also confirm the number of units you entered on the template. If it is correct, click Submit.

Once submitted, you will be returned to the Unit Information Update units page. All of the units from the template should have been added to the page.

Department of Finance  
 Payments NYC Taxes Fines Ways to Save Sheriff/Courts About

2021 CONDO Property Tax Abatement Application Form  
 WELCOME  
 Borough:MANHATTAN Block: Lot: Condo No:

SECTION C: UNIT INFORMATION UPDATES  
 (All Emendable Fields Are Required)

Delete	Copy/Change	Rec#	Boro	Block	Lot	Bldg#	Suf#	Unit/Apt# (separate with .)	Unit Type	Sponsor Owned?	Owner Name (Last Name,First Name)	Type of Tax ID	Full Tax ID# (only numbers)	Primary Res?	Shares	Sale Date (mm/dd/yyyy)	Change Type	Trusts
<input type="checkbox"/>	<input type="checkbox"/>	001	1					3A	RESIDENTIAL	N		SSN		Y		09/30/2010	NEW SALE/OWNER	
<input type="checkbox"/>	<input type="checkbox"/>	002	1					4A	RESIDENTIAL	N		SSN		Y		02/13/2018	NEW SALE/OWNER	
<input type="checkbox"/>	<input type="checkbox"/>	003	1					5A	RESIDENTIAL	N		SSN		Y		06/21/2010	NEW SALE/OWNER	
<input type="checkbox"/>	<input type="checkbox"/>	004	1					6A	RESIDENTIAL	N		FIN		N		11/22/2019	NEW SALE/OWNER	
<input type="checkbox"/>	<input type="checkbox"/>	005	1					7A	RESIDENTIAL	N		SSN		Y		06/24/2010	NEW SALE/OWNER	
<input type="checkbox"/>	<input type="checkbox"/>	006	1					8A	RESIDENTIAL	N		SSN		Y		06/29/2011	NEW SALE/OWNER	

Owner 1: [Form fields] S [dropdown] N [dropdown] Comment: [Form field]  
 Owner 2: [Form fields] S [dropdown] N [dropdown]  
 Owner 3: [Form fields] S [dropdown] N [dropdown]  
 Owner 4: [Form fields] S [dropdown] N [dropdown]

Add/Save Row 007 Preview and Submit Cancel  
 (Submitted info has been saved)

Get the Coop/Condo Unit Template Upload Completed Unit Template Attachments/Stock Certificates

Note: For security reasons, in the image above, the Block, Lot, Owner Name and SSN are not shown.

If you are finished, click Preview and Submit. If you need to make corrections, you must make the changes to the template, and reupload it. You cannot edit any rows on this screen.

A preview of the units will appear. Here you can double check that everything is correct. If something is not correct, click Back. If everything is correct and you would like to keep a copy, click Print. For the final step, click Sign and Submit.

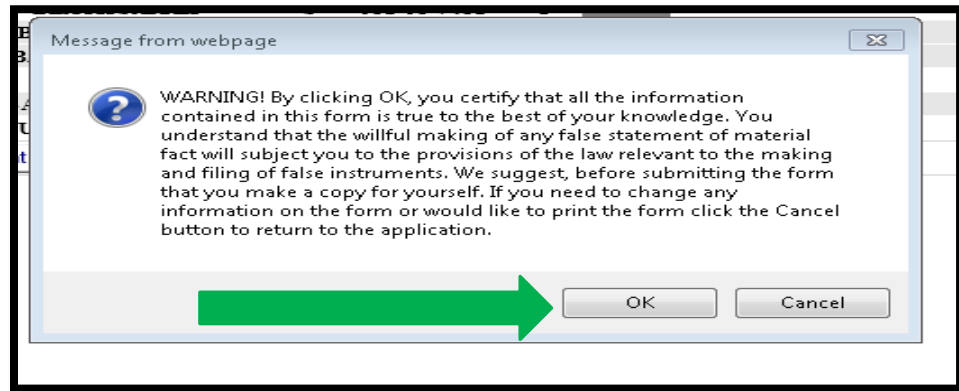
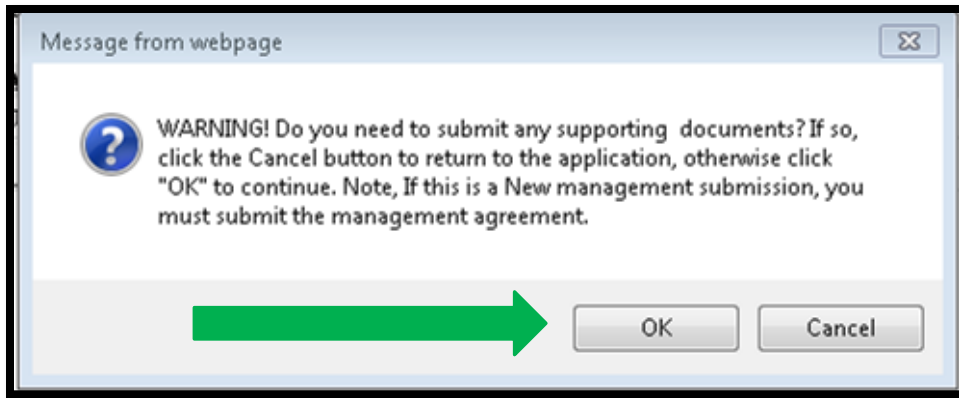
2021 Condo Property Tax Abatement Application Form  
 << Back

Borough:MANHATTAN Block: Lot: Condo No:

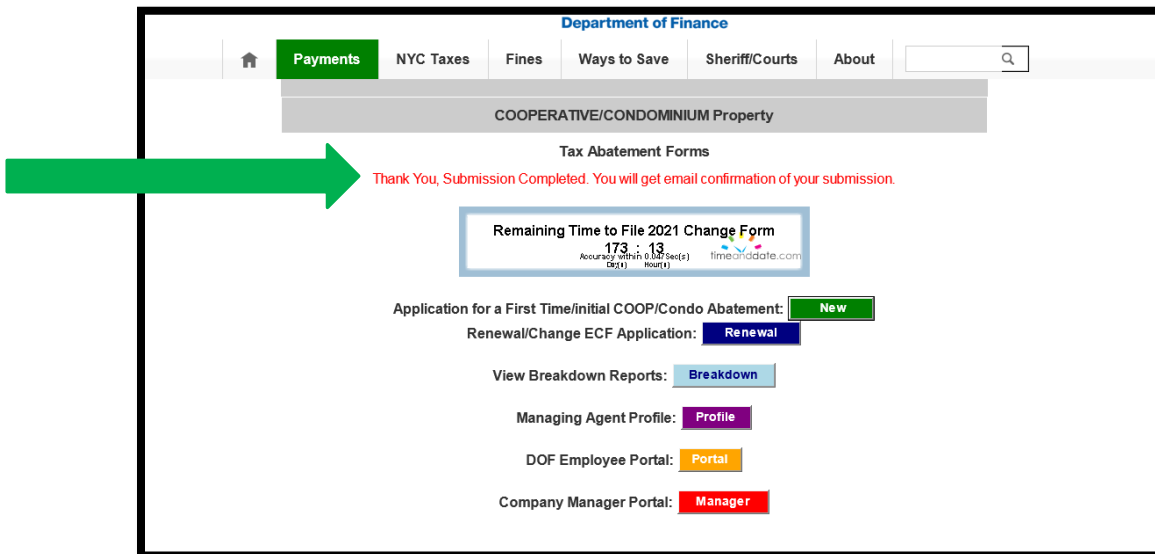
B	Block	Lot	Bldg#	Suf	Apt#	Type	Spon	Owner	TaxID	Prime	Shares	Sale Date	Reason	Trust
001	1				3A	RESIDENTIAL	N		SSN	Y		09/30/2010	NEW SALE/OWNER	
002	1				4A	RESIDENTIAL	N		SSN	Y		02/13/2018	NEW SALE/OWNER	
003	1				5A	RESIDENTIAL	N		SSN	Y		06/21/2010		
004	1				6A	RESIDENTIAL	N		S	Y				
005	1				7A	RESIDENTIAL	N		FIN	N		11/22/2019		
006	1				8A	RESIDENTIAL	N		SSN	Y		06/24/2010		
									SSN	Y		06/29/2011		

Print Sign and Submit << Back

There will be two prompts: The first asks if you need to submit any additional documentation. Click Cancel if you need to submit supporting documents. Otherwise, click Ok; the second prompt asks you to certify that all of the information provided is correct. Click Ok.

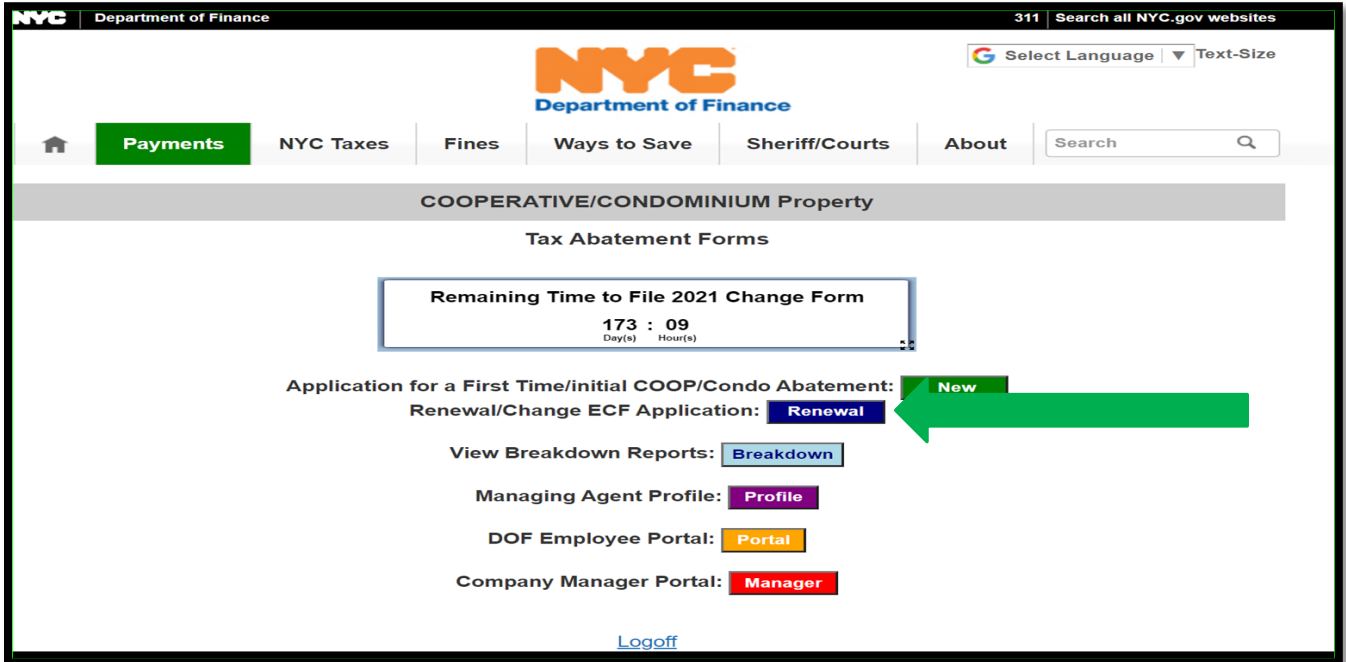


You will be returned to the main menu. There will be a message that says, **Thank You. Submission Completed. You will get email confirmation of your submission.**



# RENEWALS – NO CHANGES IN DEVELOPMENT INFORMATION

From the main menu click the Renewal button.



Select the development type. The system will default to the current tax filing period.



Enter the development ID number.

NYC  
Department of Finance

Select Language | Text-Size

Home Payments NYC Taxes Fines Ways to Save Sheriff/Courts About Search

COOPERATIVE/CONDOMINIUM Property  
Tax Abatement Renewal & Change Form

Please enter the Coop or Condo Number

Please select the type of property you are filing for:

COOPERATIVE  CONDOMINIUM

Tax Year: 2019/2020

Borough: MANHATTAN

Co-op ID Number:

(as listed on the Co-op Tax Benefits Letter)

<< Back N E X T

Logoff

If you are submitting a change for a New Cooperative owner, you must submit a stock certificate.

[Review Cooperative/Condominium Tax Abatement Information](#)

Select the red checkbox indicating NO – you are not reporting any changes or updates for the development.

NYC  
Department of Finance

Select Language | Text-Size

Home Payments NYC Taxes Fines Ways to Save Sheriff/Courts About

2019 COOP Property Tax Abatement Renewal & Change Form

WELCOME

Borough:MANHATTAN Block:00011 Lot:0014 COOP No:000001

ARE YOU REPORTING CHANGES?

No Change Renewal Option - The following pertains to the entire COOP development.

NO - I am not reporting any changes or updates.  
By clicking NO, I certify there are no changes\* from the 2020-21 benefit breakdown report to January 5, 2019 and that the unit information in the benefit breakdown report is accurate.

\* Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

YES - I am reporting changes/updates.

Cancel

Please note: If our records indicate that there may have been a unit sale with new owners, you will see a notification in red identifying the units. Please verify any recent sale status for those units and report primary residency accordingly by selecting Yes-I am reporting changes/updates.

NYC Department of Finance 311 Search all NYC.gov websites

Text-Size

NYC Department of Finance

Payments NYC Taxes Fines Ways to Save Sheriff/Courts About

**2021 COOP Property Tax Abatement Renewal & Change Form**

According to our records, there are new owners possibly eligible for an abatement for upcoming tax year. Please indicate new owners with appropriate status, whether a unit is their primary residence and update information as necessary. The units are: 4W5W

Borough:MANHATTAN Block:00740 Lot:0047 COOP No:000052

ARE YOU REPORTING CHANGES?

No Change Renewal Option - The following pertains to the entire COOP development.

NO - I am not reporting any changes or updates.  
By clicking NO, I certify there are no changes\* from the 2020-21 benefit breakdown report to January 5, 2021 and that the unit information in the benefit breakdown report is accurate.

\* Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

YES - I am reporting changes/updates.

Cancel

If there are no changes and there is no new ownership alert message, continue with the submission by clicking No-I am not reporting any changes or updates.

You will be asked to confirm your selection. If your selection is correct, click OK. If it is incorrect click Cancel.

NYC Department of Finance 311 Search all NYC.gov websites

Select Language Text-Size

Payments

mvs1.nycnet:9002 says

By clicking OK you confirm that you are submitting a renewal form with NO changes for CO #000001, BBL 1-00011-0014. On the next screen please click green Save and Submit button.

OK Cancel

**2019 COOP Property Tax Abatement Renewal & Change Form**

WELCOME

Borough:MANHATTAN Block:00011 Lot:0014 COOP No:000001

ARE YOU REPORTING CHANGES?

No Change Renewal Option - The following pertains to the entire COOP development.

NO - I am not reporting any changes or updates.  
By clicking NO, I certify there are no changes\* from the 2020-21 benefit breakdown report to January 5, 2019 and that the unit information in the benefit breakdown report is accurate.

\* Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

YES - I am reporting changes/updates.

Cancel

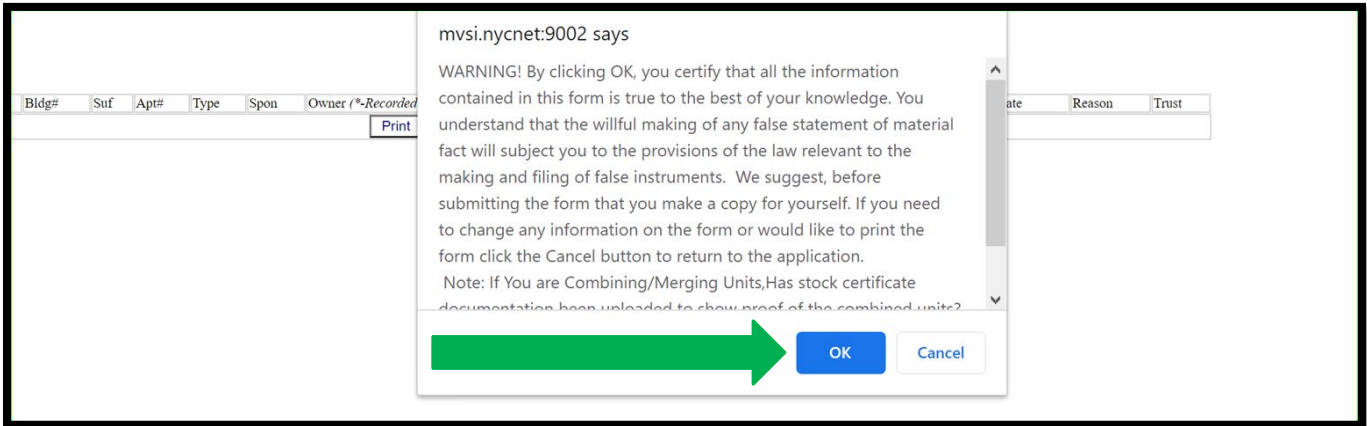


The Unit Information Update unit screen will appear. You may review the BBL and development information. If everything is correct. Select Preview and Submit.

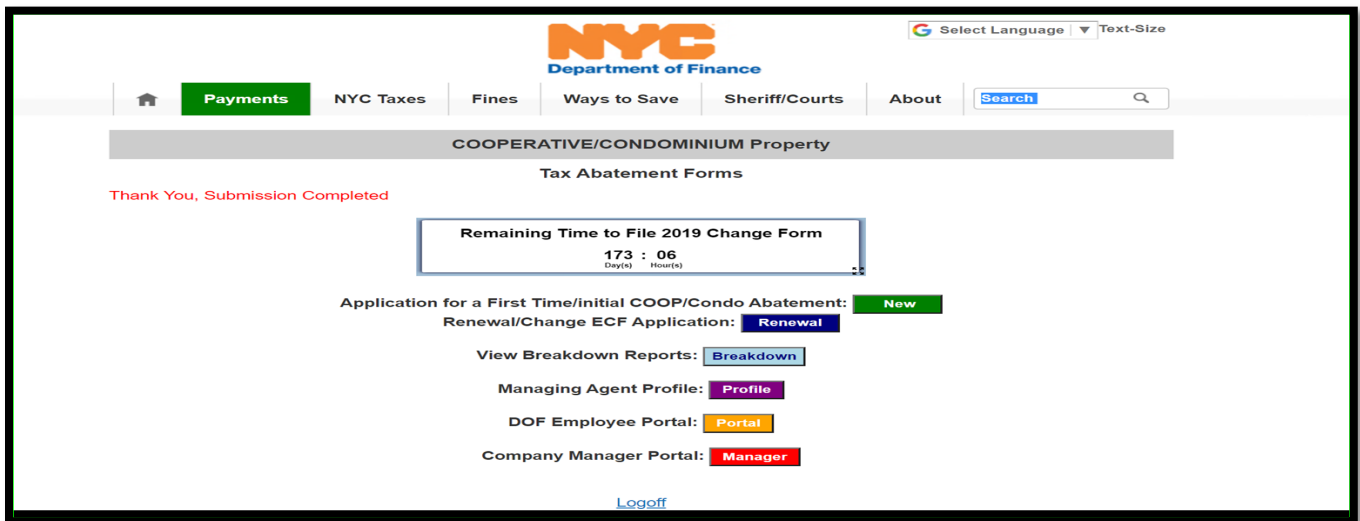
The next screen will confirm that there are no unit changes being reported. Click Sign and Submit.

A confirmation message will pop up to confirm submission. Click OK.

A certification message will pop up. Read the entire message. If you agree and confirm, Click OK.

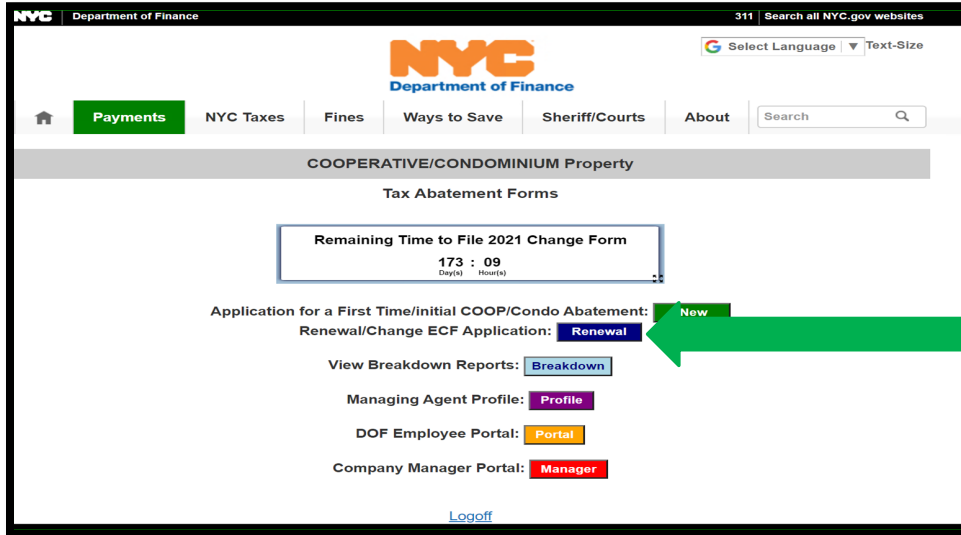


You will then be taken to the submission confirmation page, confirming your submission. You will also receive an email.



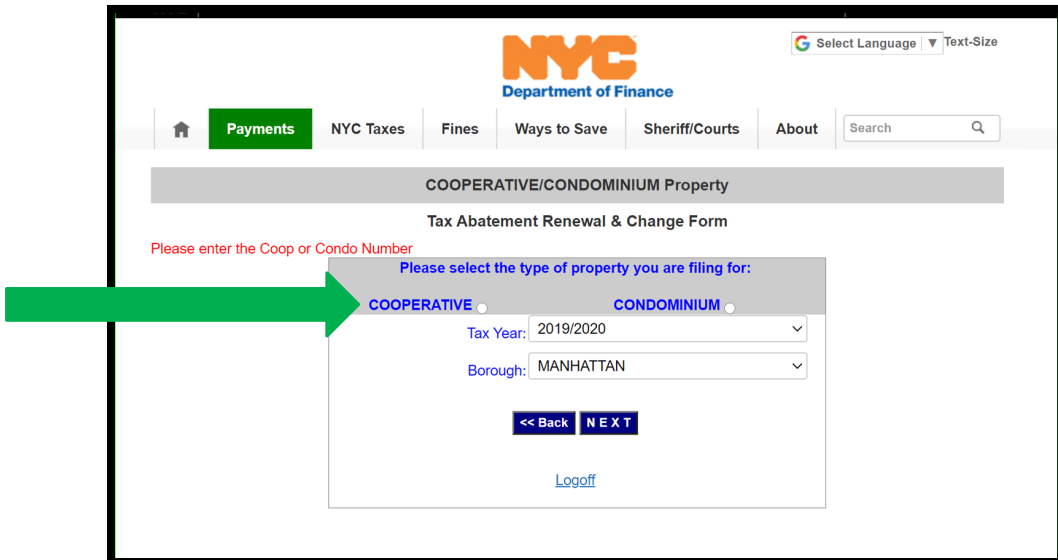
## REPORTING CHANGES

From the main menu select Renewal.



The screenshot shows the NYC Department of Finance website. The main navigation menu includes 'Payments', 'NYC Taxes', 'Fines', 'Ways to Save', 'Sheriff/Courts', and 'About'. The 'Payments' menu is currently selected. Below the navigation, the page is titled 'COOPERATIVE/CONDOMINIUM Property' and 'Tax Abatement Forms'. A box indicates 'Remaining Time to File 2021 Change Form' with a timer showing '173 : 09'. Below this, there are several buttons: 'New', 'Renewal', 'Breakdown', 'Profile', 'Portal', and 'Manager'. A large green arrow points to the 'Renewal' button.

Select the development type. The system will default to the current tax filing period.



The screenshot shows the NYC Department of Finance website with the 'Renewal' button selected. The page is titled 'COOPERATIVE/CONDOMINIUM Property' and 'Tax Abatement Renewal & Change Form'. A red error message says 'Please enter the Coop or Condo Number'. Below this, there is a form with the following fields: 'Please select the type of property you are filing for:' with two radio buttons, 'COOPERATIVE' (selected) and 'CONDOMINIUM'; 'Tax Year:' with a dropdown menu showing '2019/2020'; and 'Borough:' with a dropdown menu showing 'MANHATTAN'. At the bottom of the form are buttons for '<< Back' and 'N E X T'. A large green arrow points to the 'COOPERATIVE' radio button.

Enter the borough and coop or condo ID number. If you do not see your development, check with your Company Administrator to verify that your company has access to the development. Then click Next.

NYC Department of Finance

Payments NYC Taxes Fines Ways to Save Sheriff/Courts About Search

COOPERATIVE/CONDOMINIUM Property  
Tax Abatement Renewal & Change Form

Please enter the Coop or Condo Number:

Please select the type of property you are filing for:

COOPERATIVE  CONDOMINIUM

Tax Year: 2019/2020

Borough: MANHATTAN

Co-op ID Number: 0001  
(as listed on the Co-op Tax Benefits Letter)

<< Back NEXT Logoff

If you are submitting a change for a New Cooperative owner, you must submit a stock certificate.  
[Review Cooperative/Condominium Tax Abatement Information](#)

Select the green checkbox indicating YES – I am reporting changes/updates.

NYC Department of Finance

Payments NYC Taxes Fines Ways to Save Sheriff/Courts About Search

2019 COOP Property Tax Abatement Renewal & Change Form

WELCOME

Borough: MANHATTAN Block: 00011 Lot: 0014 COOP No: 000001

ARE YOU REPORTING CHANGES?

No Change Renewal Option - The following pertains to the entire COOP development.

NO - I am not reporting any changes or updates.  
By clicking NO, I certify there are no changes\* from the 2020-21 benefit breakdown report to January 5, 2019 and that the unit information in the benefit breakdown report is accurate.  
\* Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

YES - I am reporting changes/updates.

Cancel

If our records indicate that there may have been a unit sale with new owners, you will see a notification in red identifying the units in question. Please verify any recent sale status for those units and report primary residency accordingly.

NYC Department of Finance 311 Search all NYC.gov websites

Text-Size

Home Payments NYC Taxes Fines Ways to Save Sheriff/Courts About

**2021 COOP Property Tax Abatement Renewal & Change Form**  
According to our records, there are new owners possibly eligible for an abatement for upcoming tax year. Please indicate new owners with appropriate status, whether a unit is their primary residence and update information as necessary. The units are: 4W5W  
Borough:MANHATTAN Block:00740 Lot:0047 COOP No:000001

**ARE YOU REPORTING CHANGES?**  
No Change Renewal Option - The following pertains to the entire COOP development.

**NO - I am not reporting any changes or updates.**  
By clicking NO, I certify there are no changes\* from the 2020-21 benefit breakdown report to January 5, 2021 and that the unit information in the benefit breakdown report is accurate.  
\* Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

**YES - I am reporting changes/updates.**

Cancel

Complete Section B: ATTESTATION. Be sure to enter all information, including your email address. Then click Next.

NYC Department of Finance Select Language Text-Size

Home Payments NYC Taxes Fines Ways to Save Sheriff/Courts About

**2019 COOP Property Tax Abatement Renewal & Change Form**  
WELCOME  
Borough:MANHATTAN Block:00011 Lot:0014 COOP No:000001

**SECTION B: ATTESTATION - The following pertains to the entire COOP development**

**Example Company** 123 Main street, NY NY10001  
Development Name \* Address \*

**Officer/Managing Agent (\* All Fields Are Required)**

**Managing Agent** Managing Agent Title  
Name of Officer \* Title of Officer \*

**Managing Agent Company**

Name of Management Company \*

(212)222-2222 yourname@company.com  
Telephone Number \* Email Address \*

123 Company Office Address, NY NY 10001  
Office Address \*

Next Cancel  
(Submitted info has been saved)

## Complete Section C: UNIT INFORMATION UPDATES

It is usually beneficial to have the latest Benefit Breakdown Report with you or to refer to the online Benefit Breakdown Report when entering data into Section C. Report all updates to units as of January 5.

Beginning with the first row, enter the applicable unit number and the associated changes. Be sure to complete each field; all fields are required to complete the row and move to the next one.

You must enter the correct building and suffix numbers associated with the unit. These fields will be pre-populated with the information we have in our system. (See the sample of a Benefit Breakdown Report in the Appendix to locate the building and suffix numbers).

- For coops, after entering the unit number, hit enter or tab – the rest of the fields will pre-populate with the information we have in our system.
- For condos, after entering the individual Lot and Unit numbers, hit enter or tab – the rest of the fields will pre-populate with the information we have in our system.

The screenshot shows the NYC Department of Finance website interface for the 2019 COOP Property Tax Abatement Renewal & Change Form. The user is logged in as 'Borough:MANHATTAN Block:00011 Lot:0014 COOP No:000001'. The form is divided into sections, with 'SECTION C: UNIT INFORMATION UPDATES' highlighted. A table with columns for Date of Change, Copy#, Rec'd, Boro, Block, Lot, Bldg#, Suf#, Unit/Apt#, Unit Type, Sponsor Owned?, Owner Name, Type of Tax ID, Full Tax ID#, Primary Res?, Shares, Sale Date, Change Type, and Trusts is visible. A green arrow points to the 'Date of Change' field in the first row. Below the table are buttons for 'Add/Save Row 001', 'Breakdown Report', 'Preview and Submit', 'Cancel', and 'Attachments/Stock Certificates'. The footer includes the text 'Excel Version Cooperative/Condominium Breakdown Report as of last SOA'.

The following is required for each row.

1. Building Number
2. Suffix Number
3. Unit/Apt Number
4. Unit Type — If you are changing the unit type to Residential, you must upload documentation.
5. Sponsor Owned — Yes / No
6. Owner Name
7. Type of Tax ID (SSN or EIN)
8. Full Tax ID# (SSN or EIN) **Entering incorrect or “dummy” SSNs will cause the unit to fail processing.**
9. Primary Residence Status
10. Shares
11. Sale Date
12. Change Type
  - a. NEW OWNERS: If you see information already transferred for new Owners – select CHANGE PRIMARY as the Change Type. **DO NOT** skip this step as the abatement will not continue for the upcoming tax year and will be recorded as non-reported. Irrespective of what you see for the Primary Residency field before you updated your changes, that is the residual from the previous owner for the duration of the current tax year. If you do not report the status of the new owner they will not receive the abatement for the upcoming tax year.
  - b. If you are combining units you must upload a real property transfer tax (RPTT) form, deed or completion document from the Department of Buildings. If you are completing this for a cooperative, you must submit a stock certificate showing the new shares amount, new unit number, issue date, and signatures.

c. You cannot report name changes for condos using this portal. For any owner name changes (additions/removals), owners must file an updated deed directly with the Division of Land Records at [www.nyc.gov/acris](http://www.nyc.gov/acris)

13. Trust – Yes/No If YES you must upload a copy of the trust document.

After all unit information is entered, you must click the Add Row button in order for the entered information to be saved.

If there are multiple owners for one unit enter each owner on a separate line. If the unit is owned by a trust, list the beneficiary living in the unit first and then the trust information as the second owner.

- To 'Add' a row click Add Row. The next row will be added below the previous row.
- To 'Delete' a row, click the check box on the far left under Delete; the selected row will be marked for deletion.
- To 'Update' a row, enter the Bldg. # and Apt # of a row already added and re-enter all the required data. The information will be updated.

New condominium owners must have filed a RPTT form or a deed with the Division of Land Records at [www.nyc.gov/acris](http://www.nyc.gov/acris). We will not be able to process your submission unless a deed or real property transfer tax form has been filed. Once you have recorded your document(s) with the City Register, please re-submit any changes to primary residency online.

**Change Types:**

Please see the Change Type definitions below. Be sure to identify your change accurately so that your form is processed successfully.

**Change Existing Prim Res / Change Primary Residency:**

- Use this when the owner of the property has not changed, but his or her residency status has. For example, if the owner has retired and now claims primary residence in Florida, you will change the “Yes” under Primary Residency to “No.”

**New Owner (New Sale New Owner):**

- Use this when the unit has been sold or transferred to a new owner. You must have the new owner’s Social Security number or Employer Identification Number (EIN). If the sales transaction is not recorded in the ACRIS system, you will need to provide proof of ownership.

**Add New 2nd + Owner**

Use this when the unit has been sold to more than one new owner. You must have the new owner’s Social Security number or EIN.

**Combine Units:**

Use this when two or more units in the building have been combined. You must submit a stock certificate or other form of documentation, and the stock certificate must be typed, not handwritten.

### Change Shares #:

Use this to update the number of shares recorded for an owner. You must submit a stock certificate or other form of documentation, and the stock certificate must be typed, not handwritten.

### Name Change:

Use this only for **COOPS** when the owner's name is not correct in our system or has changed due to marriage or another circumstance. You must have the owner's correct Social Security number or EIN. Name changes are not allowed for CONDO owners in the portal. To change the name of a condo owner, the owner must contact the Department of Finance's Division of Land Records at [www.nyc.gov/acris](http://www.nyc.gov/acris) and file an updated RPTT.

For COOPS: If the units have been combined, if the unit is not listed on the Benefit Breakdown Report, or the unit shares need to be updated, please submit a copy of the stock certificate showing the owner(s), unit number(s), and total shares.

### Submitting Attachments/Trust Documents and Stock Certificates

Click Attachments/Stock Certificates – a new window will open for you to upload your attachments. Click Browse, then choose the attachment to be uploaded. Click Upload Documents and then Submit.

If you indicate a sale date after the January 5 taxable status date you will see the messages in red below advising you that this change will be for the next tax year. If the date is correct, click Add/Save Row, or correct the date.

**2019 COOP Property Tax Abatement Renewal & Change Form**  
Sales date entered is after the taxable status date of 01/05/2019, submit this change for the next tax year.

Borough:MANHATTAN Block:00011 Lot:0014 COOP No:000001

**SECTION C: UNIT INFORMATION UPDATES**  
*(Editable Fields Are Required)*

Delete	Copy/Change	Rec#	Boro	Block	Lot	Bldg#	Suff#	Unit/Apt# (separate with ,)	Unit Type	Sponsor Owned?	Owner Name (Last Name,First Name)	Type of Tax ID	Full Tax ID# (only numbers)	Primary Res?	Shares	Sale Date (mm/dd/yyyy)	Change Type	Trusts
	<input checked="" type="checkbox"/>	001	1	00011	0014	1	000	1A	RESID	<input checked="" type="checkbox"/>	John SMITH	SSN	999-11-1223	Y	&FSHARES	08/26/2020	CHANGE PRIME R	
											Owner 2:	S		N		Comment:		
											Owner 3:	S		N				
											Owner 4:	S		N				

(Submitted info has been saved)

(opens in new window)

Excel Version Cooperative/Condominium Breakdown Report as of last SOA

Sales

date entered is after the taxable status date of 01/05/2019, submit this change for the next tax year.

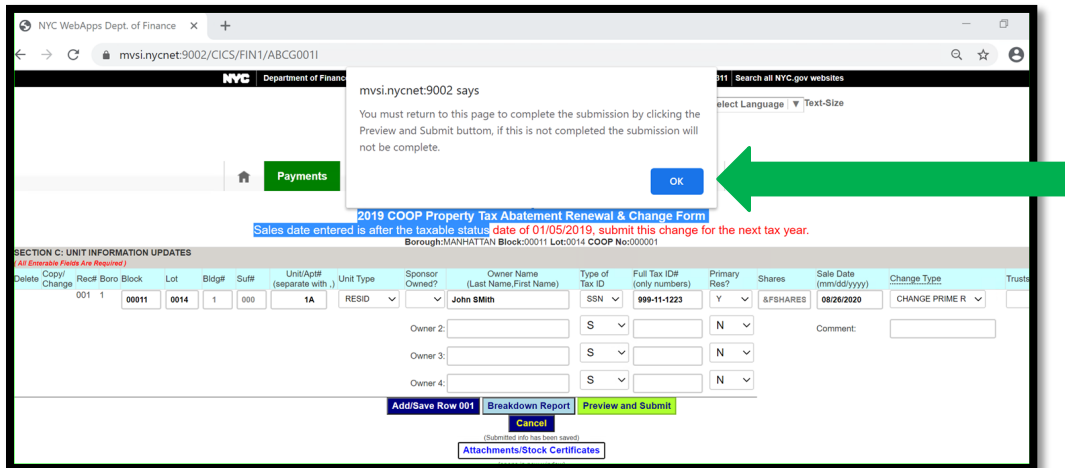
\* To 'Delete' a row, click the check box (under Delete) next to the Lot# and Apt#. (The selected row will be removed and marked for deletion).

\* To 'Update' a row, click the check box (under Copy/Change) next to the Lot# and Apt#, change the fields in error and click the 'Add/Save Row' button. The selected row will be overlaid. (Note: If you change the Block, Lot, Bldg#, Suff# or Apt#, a new row will be added for this new unit).

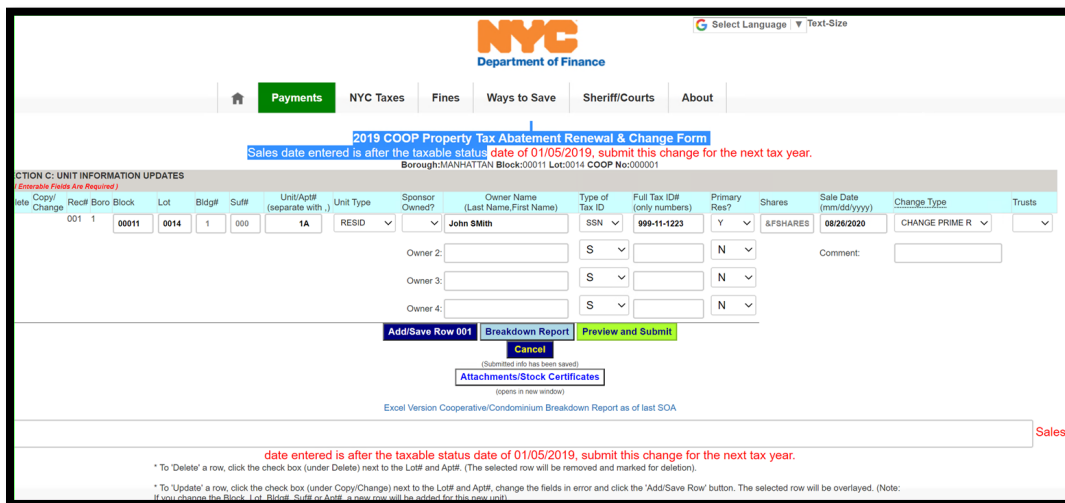
You will be prompted to upload documents. Click the Attachments/Stock Certificates link. **If you indicate a trust is the owner, you must upload a copy of the entire trust document.**



You will see a message below advising you to return to the Unit Information Updates screen to preview and submit your updates once you have uploaded the required documents. Click OK to acknowledge.

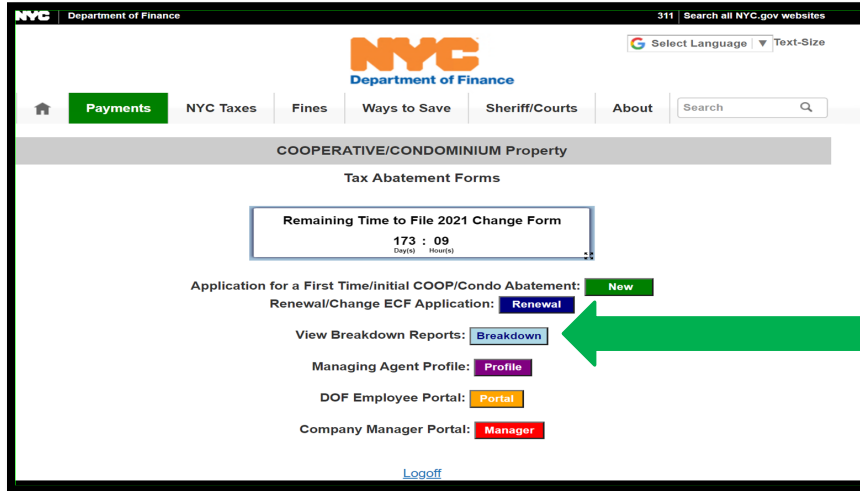


You will be returned to the Unit Information Updates screen.



## VIEWING BREAKDOWN REPORTS

To view the Development Roster as of the prior Friday's date, from the main menu click Breakdown.



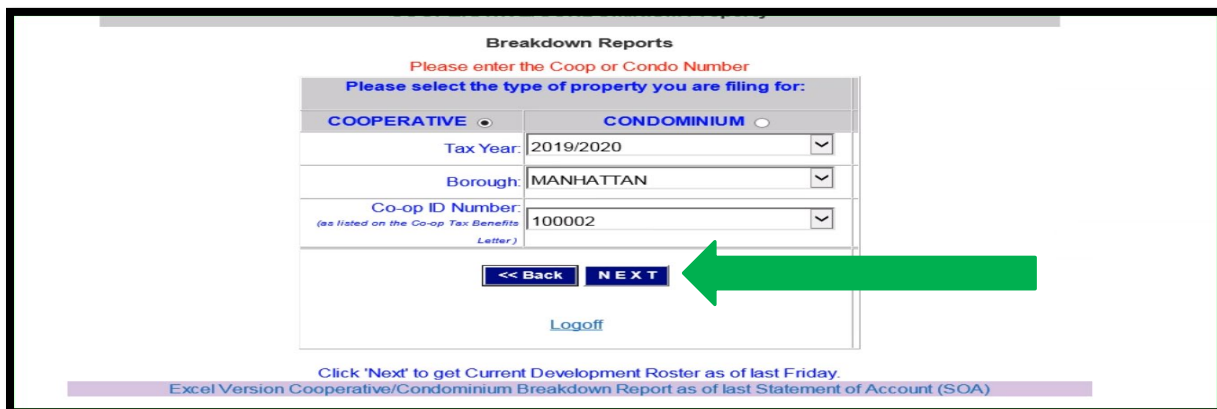
On the next screen select COOPERATIVE or CONDOMINIUM.



Then select the:

- Tax Year
- Borough where the development is located.
- Development ID Number

Then click NEXT.



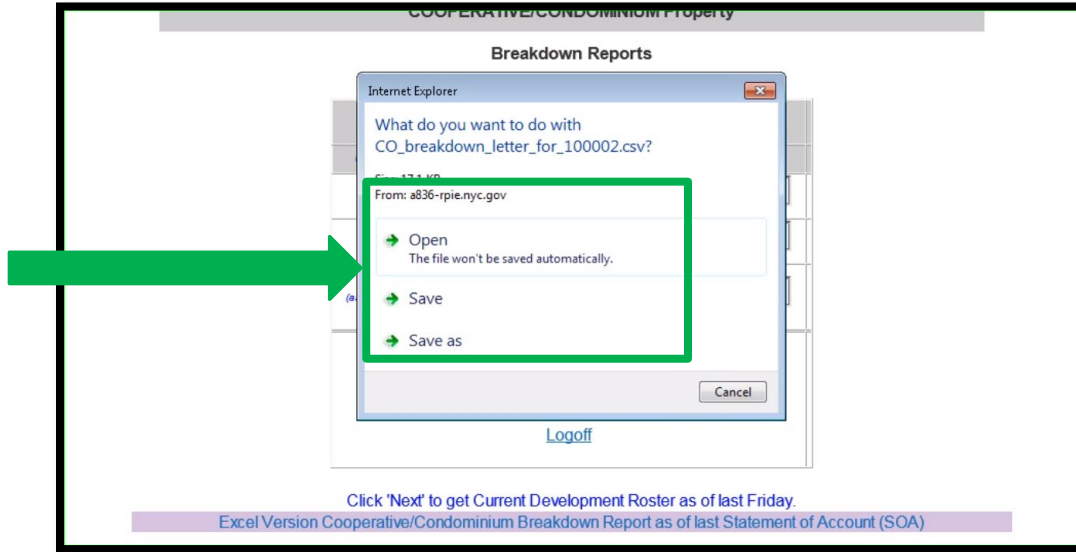
You will see the Current Development Roster report on the next screen. If you would like to export it to an Excel file click the export to .xls.

Your file will download.

If you would like to download the Excel Version Cooperative/Condominium Breakdown Report as of last Statement of Account (SOA) click the link at the bottom of the screen.

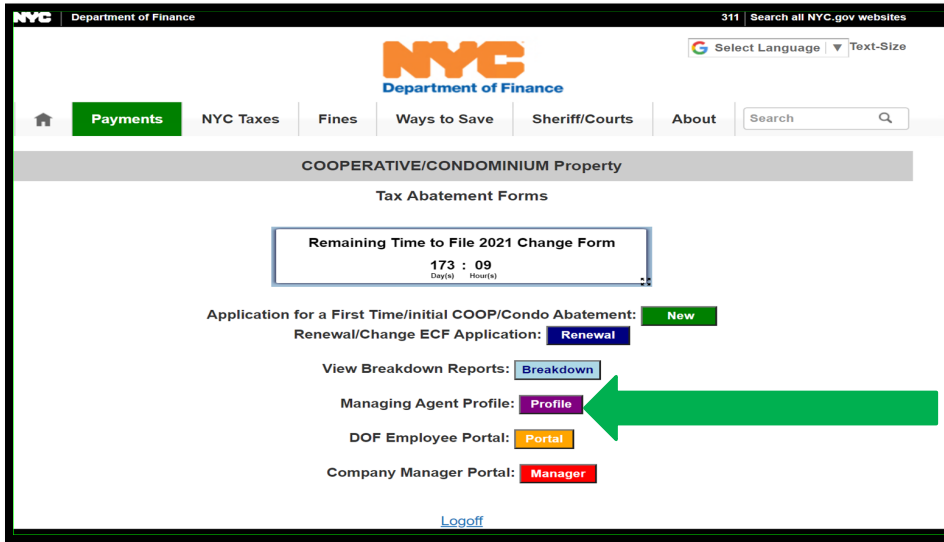
You will be asked to confirm your intent to download the file. Click OK

If you see the following message, make the appropriate selection or the file may download automatically.

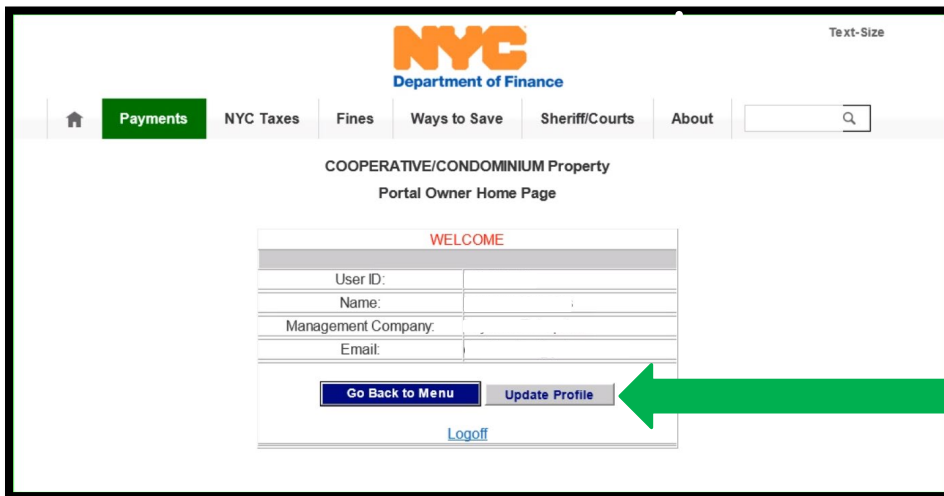


# MANAGING AGENT PROFILE

From the main menu select Profile.



Update any changes in your email address and select Update Profile.



## FREQUENTLY ASKED QUESTIONS (FAQs)

### **Are there types of properties that are not eligible for the cooperative/condominium property tax abatement?**

Yes. The following properties are ineligible: Urban Development Action Area Program (UDAAP), Housing Development Fund Corporation (HDFC), Limited Dividend Housing Company, Mitchell-Lama, Division of Alternative Management Program (DAMP), LLC-owned properties, properties held by sponsors. Please visit the Online Change Form Guide available on our [Cooperative and Condominium Property Tax Forms](#) webpage for more information and additional exclusions.

### **If the development is receiving a J-51, 420c, 421a, 421b, or 421g exemption is it eligible for an additional Department of Finance cooperative/condominium property tax abatement?**

No, receiving any of those exemptions would make the unit(s) ineligible for the cooperative/condominium property tax abatement.

### **What is the application deadline for filing a Cooperative/Condominium Property Tax Abatement form?**

The deadline is February 15. Forms for the upcoming tax year will be available soon on our [Property Tax Exemptions for Homeowners](#) webpage. Please note that forms can only be submitted by a managing agent or a duly authorized representative for the entire development. The Department of Finance will not accept forms from individual owners.

### **If I filed for the abatement online do I need to mail in a paper form or copies of the confirmations as well?**

No, once you have filed online you will receive a confirmation. You do not need to send in a paper form nor the confirmation printout/email. Online transmissions are processed electronically.

### **When will changes be reflected on the development roster?**

All processed changes will be updated on the Development Roster by close of business on Fridays. You will be able to see updated information as of the following Monday in the CCAP.

### **What is the difference between the Development Roster and the Breakdown Report as of Last Statement of Account (SOA)?**

The Development Roster shows all recent changes as of the close of business on the previous Friday. It is not an official report. The Breakdown Report as of Last Statement of Account (SOA) is the official report in an Excel version of the mailed paper quarterly reports. This Excel version is available online approximately one to two weeks after the paper reports have been mailed.