



# APPLICATION FOR CONDOMINIUM APPORTIONMENT AND APPROVAL

## SECTION A: PROPERTY INFORMATION

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Present Lot(s): \_\_\_\_\_

1. Number of Lots Requested: \_\_\_\_\_

2. Name of Condominium: \_\_\_\_\_

3. Property Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

4. New Lot(s) Usage (check one):  Residential  Commercial  Mix (Residential & Commercial)

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Condo #: \_\_\_\_\_ New Lot #: \_\_\_\_\_

## SECTION B: SPONSOR INFORMATION

1a. Sponsor(s)/ Declarant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

b. Sponsor(s)/ Declarant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

c. Sponsor(s)/ Declarant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

2. Sponsor is a (check one):  Individual  Corporation  Partnership  LLC  
 Other. Please specify: \_\_\_\_\_

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

## SECTION C: CERTIFICATION

*The applicant hereby certifies that, in making this application for Condominium Apportionment and Approval, s/he is the owner, or acting under the direction of the owner.*

1. Applicant's Name: \_\_\_\_\_  
LAST NAME FIRST NAME

2. Address: \_\_\_\_\_ 3. Phone Number \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

4. Email Address: \_\_\_\_\_ 5. Relationship to Sponsor/Declarant \_\_\_\_\_

6. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TAX MAP CHANGE WILL NOT BE MADE UNTIL PRESENTATION OF REQUIRED DOCUMENTS (see reverse for the required documents)**

**DRAW SKETCH TO SCALE 1" = 50', IF POSSIBLE INDICATE NORTH ARROW**

(Architect or Engineer's seal)

Tax Map Unit Staff: \_\_\_\_\_ Date: \_\_\_\_\_

# DOCUMENTS REQUIRED FOR CONDOMINIUM APPORTIONMENT

## STEP ONE - REQUEST LOT ASSIGNMENT

Submit your completed and signed Application for Condominium Apportionment and Approval (RP-602C) along with payment. Upon your initial filing of this application, the Tax Map Office will assign a Condominium Number to the project and a new lot number for each condo unit.

## STEP TWO - SUBMIT COMPLETED CONDOMINIUM APPLICATION PACKAGE

1. Completed and signed *Application for Condominium Apportionment and Approval*. (RP-602C)
2. Two copies of the floor plans with the architect's professional seal and signature. Floor plans must be notarized.
3. Two copies of the Condominium declarations (Schedule B) and by-laws. Be sure to include exhibits and sign and notarize the documents.
- 4a. Two copies of the Effectiveness Amendment to the Offering Plan and the Attorney General's Acceptance Letter for that amendment; or
- 4b. Two copies of the Application to the Attorney General for a "No Action Letter" and the "No Action Letter" issued by the Attorney General; or
- 4c. For a condominium offering of five (5) or fewer units pursuant to 13 NYCRR PART 20, two copies of the Notice served on the purchasers pursuant to 13 NYCRR20.3(q)(2) and two copies of the Affidavit of service of such notice(s).
5. Confirmation of your electronic submission of the Condominium Apportionment Worksheet through the Finance website.

## THE TAX MAP OFFICE WILL APPROVE YOUR APPLICATION PACKAGE QUICKLY AND EFFICIENTLY IF YOU HAVE:

- ✓ Paid your filing fees (\$73/lot);
- ✓ No outstanding real estate taxes, charges or liens;
- ✓ Correct and consistent information on all of your documents, for example:
  - The **declarant/sponsor's name** is the same on all documents;
  - The **condominium's name and address** is the same on all documents;
  - The **block and lot numbers** listed on Schedule B must be the same as the numbers assigned by the Tax Map Office and also match the floor plans;
  - **Unit designations** are the same on all documents; and
  - **Floor plans** match the declaration.
- ✓ The common interest percentages for all units equals 100%, rounded to four decimal points.
- ✓ The most recent recorded deed must also indicate property ownership in the name of the sponsor/ declarant for the land to be apportioned.

## UPON RECEIPT OF YOUR COMPLETED CONDO PACKAGE, FINANCE WILL VERIFY:

1. The package contains the documents listed above;
2. The declarant/sponsor owns the subject property;
3. The declarant/sponsor is the grantee on the last recorded deed for the property;
4. The declaration (Schedule B) is complete. The law (RPL §339-n) requires the following items to be included:
  - The number of stories, basements, cellars;
  - The number of units;
  - A description of the common elements;
  - A statement of the common interest of each unit owner; and
  - The statement of uses for which the building and each unit is intended.
5. There are no open real estate taxes or other agency charges; and
6. The Department of Buildings has approved the plans for zoning lot conformity.

## RETURN COMPLETED CONDOMINIUM APPORTIONMENT AND APPROVAL PACKAGE TO:

NYC Department of Finance  
Division of Land Records – Tax Map Office  
66 John Street, 13th Floor  
New York, NY 10038