NYC Department of Finance

New York City Department of Finance ● Property Division ● Tax Map Office

APPLICATION FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION

SECTION A: PROPERTY INFORMATION

Borough: _____   Block: _____   Present Lot(s): _____

1. Number of lot(s) requested: _____

2a. Name of Condominium: _____   2b. Condominium #: _____

3a. Property Address: _____
NUMBER AND STREET   CITY   STATE   ZIP CODE

3b. Additional address: _____
NUMBER AND STREET   CITY   STATE   ZIP CODE

4. New Lot Usage: ❏ Residential   ❏ Commercial   ❏ Mixed Commercial/Residential

5. Recorded CRFN# of the Declaration: _____

6. How many amendments has been filed for this condo? Please **DO NOT** include this filing in your count. _____

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

New Lot(s) #: _____   Dropped Lot(s) #: _____

SECTION B: APPLICANT INFORMATION

1. Name of Applicant: _____   2. Email: _____

2. Mailing Address: _____
NUMBER AND STREET   CITY   STATE   ZIP CODE

3. Contact Name _____   Telephone Number: _____

SECTION C: CERTIFICATION

The applicant hereby certifies that, with respect to this application for an amendment to the Condominium Floor Plans, it has been authorized to submit this application either by the Board of Managers of the Condominium or pursuant to authority granted to the applicant under the Condominium Declaration

Signature of Applicant: _____   Date: _____ / _____ / _____

SECTION D: REASON FOR FILING AN AMENDMENT

Check all that may apply:

❏ Modify Common Elements   ❏ Modify Floor Plans   ❏ Other. _____

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

(Architect or Engineer's seal)

Customer Service
Representative: _____ Date: _____ / _____ / _____   Tax Map
Unit Staff: _____ Date: _____ / _____ / _____

RP-602CA Rev. 7.8.2019

DOCUMENTS REQUIRED FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION

INSTRUCTIONS: Please complete this application and **submit only in person to: Department of Finance, Property Division, Tax Map Office, 2nd Floor, 66 John Street, New York 10038.** Please read the instructions for further details before completing this form. Print clearly.

SUBMISSIONS ARE ONLY RECEIVED AT THE ABOVE LOCATION

STEP ONE- REQUEST LOT ASSIGNMENT (IF REQUIRED)

Submit your completed and signed application for Amendment to Condominium Declaration (RP-602CA) along with payment. Upon your initial filing of this application, the Tax Map Office will assign an Amended Condominium Declaration number to lot(s) as needed.

STEP TWO- SUBMIT COMPLETED AMENDMENT APPLICATION PACKAGE

1. Completed and signed Amendment Application (RP602CA)
2. Two copies of the proposed floor plans with the architect's professional seal and signature. Floor plans must be notarized.
3. Copy of recorded floor plans.
4. Copy of recorded condominium declaration.
5. Department of Buildings approved Subdivision of Condominiums (SC) if required.

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

1. Paid your filing fees ($73/lot)
2. No outstanding real estate taxes, charges, or liens.
3. Property owners must resolve certain outstanding judgment summonses adjudicated by the Environmental Control Board (ECB) bfore applying to divide or merge properties.
4. Correct and consistent information on all of your documents, for example:
   - Condominium's name and address is the same on all documents.
   - Block and lot numbers listed on schedule B must be the same as the numbers assigned by customer service representative.
   - Unit designations are the same on all documents
   - Floor plans must match unit descriptions in the amended declaration.
5. The common interest percentages for all units equal 100%, rounded to four decimal points.
6. Department of Buildings approved Subdivision of Condominiums (SC) if required.

UPON RECEIPT OF YOUR COMPLETED AMENDED CONDOMINIUM DECLARATION PACKAGE, FINANCE WILL VERIFY:

1. The package contains the documents listed above.
2. There are no open real estate taxes or other agency charges.
3. Department of Buildings approved Subdivision of Condominiums (SC) if required.

RETURN COMPLETED AMENDMENT APPLICATION AND PACKAGE TO:

NYC Department of Finance
Property Division, Tax Map Office
66 John Street, 2nd Floor
New York, NY 10038