



**TAX COMMISSION OF THE CITY OF NEW YORK
1 Centre Street, Room 2400, New York, NY 10007**

**TC101INS
2016**

**APPLICATION FOR CLASS TWO OR CLASS FOUR PROPERTIES
FORM TC101 INSTRUCTIONS FOR 2016**

Who should use this form? Use Form TC101 to protest just the valuation of tax class two or four property, including a claim that statutory limits on annual increases have been exceeded by the Department of Finance for the tax year that will begin on July 1, 2016. If you have a classification or exemption claim either alone or in addition to a valuation claim, use Form TC106. Use just one application form for each property.

What other forms and instructions are needed? Before you begin the form read TC600 *How to Appeal a Tentative Assessment*.

Obtain Form TC10 Receipt.

One or more of the following may also be required as an attachment to the application:

- TC200 Addendum to Application
- TC201 Income Schedule (Rental Property)
- TC203 Income Schedule (Coop or Condo)
- TC208 Income Schedule (Hotel or Motel)
- TC214 Income Schedule for Department Stores, Theatres, and Service Sites (where applicant or a related person operates the business).
- TC230 Sale Statement (when property is recently bought, sold or transferred).
- TC244 Agent's Statement of Authority and Knowledge (when an agent signs the application).
- TC309 Accountant's Certification (accompanies Form TC201 when property is assessed at \$1,000,000 or more).

When and where to file. We must receive your application by 5:00 P.M. on March 1, 2016. The deadline is set by law and cannot be waived or extended for any reason. Late applications will not be reviewed. Bring the completed application forms to the Tax Commission's office in Manhattan or to a Finance Department Business Center in your borough by the deadline. Obtain a Tax Commission receipt (Form TC10) as proof of timely filing.

File an original only. Keep a photocopy for your records and to use at your hearing.

Filing by mail. Mail the completed Form TC101 to the Tax Commission at 1 Centre Street, Room 2400, New York, NY 10007. **DO NOT MAIL THE TC101 TO ANY OTHER ADDRESS. Applications received after the deadline will not be accepted even if they were mailed before that date.**

Applications may not be filed by fax or e-mail.

Supplemental affidavits. Use a supplemental affidavit, Form TC159, to provide additional information, to correct any information that is misstated in the application or attachments, or to furnish required information omitted from the application. See Form TC600 and TC159.

Completeness. Your application should be complete at the time of filing.

When is an income and expense schedule required? For most properties, an income and expense schedule must be attached to the application for correction. Use Form TC201 if the property produced rental income in 2015. Use Form TC203 for residential and commercial cooperatives and condominiums. Use Form TC208 for hotels and motels. Use Form TC214 for department stores, public parking garages and lots, and theaters where the applicant is the business operator or a related person. If the applicant operates its business in part of the property, and rents part of the property, attach both Form TC201 and Form TC214. Form TC214 is not required for an operator of a department store having less than 10,000 gross square feet of retail space.

A net lessor leasing to a related lessee that occupies the property may use Form TC200, Part 5, instead of TC201. A net lessor with a related lessee that sublets to unrelated tenants must use TC201.

An income and expense schedule is not required when:

- Property produced no rental income in 2015;
- Applicant's operation began after July 2, 2015, unless the prior operator was a related person;
- Property is exclusively residential with six or fewer apartments; or
- Property is owner-occupied and used by a business for which Form TC214 is not required, such as a factory, bank, club, nursing home or office.

Information for certain applicants not otherwise required to report rental income and expenses.

If an applicant owned an income-producing property before January 1, 2015, but is not required to report income and expenses, and the property is rented or offered for rent on January 5, 2016, the applicant must either provide the information required in section 2 of the application or complete Part 4 of TC201. Attach Form 201 to the application, or submit it at the hearing with Form TC159.

Part 8 - Outdoor space. Specify whether the outdoor space is used for signage, cell towers/telecom equipment, and/or generators.

Part 9 - Floor area. Approximate gross floor area to the best of your knowledge and ability. Measure from exterior wall to exterior wall for each floor. This section is optional for: (i) exclusively residential property with ten or fewer apartments, (ii) residential property with six or fewer apartments and no more than one commercial unit, and (iii) residential cooperatives with less than 2,500 square feet of commercial space, not including a garage.

Forms and information. Copies of Tax Commission forms are available at <http://www.nyc.gov/html/taxcomm>, at the Tax Commission's main office and at Finance Business Centers in each borough. If you have questions about the application procedure, contact the Tax Commission by e-mailing tcinfo@oata.nyc.gov or calling 311. Address questions about how your assessment was determined or general questions about real property tax assessments to the Department of Finance via their website, <http://www1.nyc.gov/site/finance/taxes/property.page> or call 311.

When is Form TC200 required with TC101? Form TC200 is generally required with TC101 when:

Applicant is not an owner or lessee who pays all property charges, such as taxes, insurance and maintenance of the entire property;

Applicant is a partial tenant, a tenant who does not pay all property charges, contract vendee, mortgagee, receiver, trustee in bankruptcy, or owner of a divided interest;

Applicant is a lessee who does not report the terms of its lease on an income and expense schedule. For example, applicant leases an entire office building for its own use;

Applicant is an owner and reports net lease rent on Form TC200, instead of Form TC201 or

Part 7 is answered "yes" as to a sale, construction, or major alteration. Use TC200 if a sale is between

related persons. Otherwise, use the sale statement, Form TC230.

If TC200 is not filed when necessary the application will not receive Tax Commission review. See TC200 Instructions.

FEE FOR CERTAIN PROPERTIES - A \$175 fee is required for all applications for correction where the assessed value on the notice of property value for 2016/17 is \$2 million or more. No fee is due if the applicant or representative waives review of the application before it is scheduled for review. If any fee is unpaid, review of your application may be denied and any offer of correction revoked. THE FEE WILL BE INCLUDED ON THE REAL PROPERTY TAX BILL. DO NOT PAY THE FEE WITH THIS APPLICATION.

Definitions. Owner. The individual(s) or entity having legal title to the real property assessed. Unless title has been conveyed to a trust, the trust is not the owner.

Related persons. Related persons include individuals related by blood, marriage or adoption, individuals and the business entities they control, business entities under common control, and fiduciaries and the beneficiaries for whom they act. A person includes a corporation or other business entity.

Year of purchase. The year of purchase is the year the owner or other applicant or any related person purchased the property or acquired its interest in the property.

Construction or Major alteration. Construction or major alteration work includes any work that (a) increases the enclosed floor area or cubic content of a building, (b) renovates a substantially vacant building (c) converts the use of one or more floors of a building, such as from office to residential use, (d) completes renovation, interior demolition, or tenant installations affecting at least 25% of a building's area, (e) installs or replaces HVAC, elevators, electric wiring or plumbing, (f) replaces at least one of the exterior faces of the building, or (g) costs or is expected to cost an amount that equals or exceeds the tentative total actual assessment under review.



TAX COMMISSION OF THE CITY OF NEW YORK
1 Centre Street, Room 2400, New York, NY 10007

TC101
2016

**APPLICATION FOR CORRECTION OF ASSESSED VALUE
 OF TAX CLASS TWO OR FOUR PROPERTY**

READ THE INSTRUCTIONS BEFORE YOU BEGIN (TC101 INS). COMPLETE ALL PARTS OF THE FORM. ANSWER YES OR NO TO QUESTIONS MARKED ◆.

NOTE: A \$175 FEE IS REQUIRED FOR APPLICATIONS WHERE THE 2016/2017 ASSESSED VALUE ON THE NOTICE OF PROPERTY VALUE IS \$2 MILLION OR MORE. DO NOT PAY THE FEE WITH THIS APPLICATION. SEE TC600 FOR MORE INFORMATION.

1. PROPERTY IDENTIFICATION - A separate application is required for each tax lot.				1
BOROUGH (Bronx, Brooklyn, Manhattan, Queens or Staten Island)	BLOCK	LOT	ASSESSMENT YEAR 2016/17	YEAR 2016
FULL ADDRESS OF PROPERTY (WITH ZIP CODE)				
2. APPLICANT - The applicant must be an owner or other person aggrieved, not an attorney or agent.				
Name of applicant _____				
◆ Is applicant an owner/title holder of entire property? ____ If yes, is the entire property subject to a net lease? ____ See TC101 Instructions.				
◆ Is applicant a lessee of entire property who pays all property charges and is not barred from contesting the assessment? ____ If yes, select a or b.				
a <input type="checkbox"/> Lease from unrelated owner or sublease. Provide lease information on Form TC200 or TC201. See TC101 Instructions.				
b <input type="checkbox"/> Lease from a related owner. Specify applicant's relation to owner _____				
If neither owner nor lessee, per above, specify applicant's relation to property: _____. Submit Form TC200.				
◆ Does applicant claim eligibility for review without filing an income schedule (TC201, 203, 208 or 214) or net lease rent on TC200? _____. If yes, specify the reason: _____				
◆ If yes and property is 4, 5, or 6-unit residential property and TC201 or TC203 is not filed, is any portion of the property rented or being offered for rent as of January 5, 2016? _____. If yes, _____% floor area at or above grade rented or offered for rent. 2015 gross rent: \$ _____				
If application is filed after March 1, applicant claims eligibility for review because filing is within 20 calendar days of: <input type="checkbox"/> Apportionment notice.				
<input type="checkbox"/> Notice of increase. You must attach a copy of the apportionment notice or notice of increase.				
3. REPRESENTATION - Complete this section even if you will represent yourself.				
PHONE NO. _____		FAX NO. _____		
(____) _____		(____) _____		
NAME OF PERSON OR FIRM TO BE CONTACTED			GROUP #, IF ANY	
MAILING ADDRESS			EMAIL ADDRESS	
The person listed is: <input type="checkbox"/> The applicant <input type="checkbox"/> An attorney <input type="checkbox"/> Other representative <input type="checkbox"/> Employee of owner corporation				
4. ATTACHMENTS - List all schedules and documents attached. Number the pages.				
_____ _____ _____ _____ _____				
Last page number ____ <input type="checkbox"/> Refer to the attachments to application for block _____ lot _____				
Optional: Attach statement of facts and other documents supporting market value estimate or submit at hearing.				
5. HEARING REQUEST - Check only one box.				
<input type="checkbox"/> Review on papers submitted without a personal hearing, OR <input type="checkbox"/> Personal hearing in Manhattan <input type="checkbox"/> Personal hearing in the Bronx				
<input type="checkbox"/> Personal hearing in Brooklyn <input type="checkbox"/> Personal hearing in Queens <input type="checkbox"/> Personal hearing in Staten Island				
6. CLAIMS OF UNEQUAL OR EXCESSIVE ASSESSMENT				
Applicant objects to the assessment on the grounds that it is (a) unequal or (b) excessive because the assessment exceeds the full value of the property or statutory limits on increases, as follows:				
a. Tentative actual assessment		\$ _____		
b. Applicant's estimate of market value		\$ _____		
c. Requested assessment = line b x 45% assessment ratio		\$ _____		
The applicant reserves the right to allege an assessment ratio lower than 45% and seek a lower assessment in a proceeding for judicial review.				
Do not use this form to claim unlawful assessment, misclassification, or full or partial exemption; use Form TC106 with TC200.				
				DATE RECEIVED

BOROUGH
 BLOCK
 LOT
 GROUP #
 TC101

Signer's initials _____. You must initial this page if you do not use a two-sided application form.

7. PROPERTY DESCRIPTION AS OF JANUARY 5, 2016 – Property uses, retail units, dwellings, parking spaces.

NUMBER OF BUILDINGS _____		NUMBER OF STORIES ABOVE GRADE _____		YEAR OF CONSTRUCTION _____	
NUMBER OF DWELLING UNITS _____		NUMBER OF RETAIL UNITS _____		NUMBER OF VEHICLE PARKING SPACES Indoor: _____ Outdoor: _____	
YEAR OF PURCHASE _____		NUMBER OF VEHICLE PARKING SPACES PAID Indoor: _____ Outdoor: _____			

USES (residential, office, retail, hotel, loft, factory, warehouse, storage, garage, theater, etc.).
 FLOORS 3 - _____
 SECOND FLOOR _____
FIRST FLOOR _____
 BASEMENTS _____
 OUTDOOR SPACE (e.g. cell tower/telecom equipment, signage, generators) _____

8. APPROXIMATE GROSS FLOOR AREA AS OF JANUARY 5, 2016

Floor	All uses (above grade)	Retail	Garage	Offices
FLOORS 3 - _____	sq.ft.	sq.ft.	sq.ft.	sq.ft.
SECOND FLOOR	sq.ft.	sq.ft.	sq.ft.	sq.ft.
FIRST FLOOR	sq.ft.	sq.ft.	sq.ft.	sq.ft.
BASEMENTS	sq.ft.	sq.ft.	sq.ft.	sq.ft.
TOTAL AREA	sq.ft.	sq.ft.	sq.ft.	sq.ft.

9. USE BY APPLICANT

◆ On January 5, 2016, was any of the property used by the applicant or related persons? _____. If yes, complete Part 9.

Use by applicant: Entire property. Part. Specify location in building _____

Approximate nonresidential gross floor area used by applicant _____ sq.ft., of which first floor _____, basement _____

Describe applicant's use _____

See instructions if used as a department store, public parking garage or lot, theater or hotel.

10. SALE OR CONSTRUCTION AFTER JANUARY 5, 2014 - You must answer both questions.

◆ Has the property or an interest in it been bought, sold, transferred or placed under contract of sale after January 5, 2014? Yes No. If yes, submit Form TC230. If transferred between related parties, Form TC200 may be submitted instead.

◆ After January 5, 2014, has any construction or major alteration work been under way or is a new building proposed in filed plans? Yes No. If yes, submit Form TC200.

11. OATH

	BOROUGH	BLOCK	LOT
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This application must be signed by an individual having personal knowledge of the facts who is the applicant, a fiduciary, an agent, or an officer of a corporation or a general partner of a partnership or a member or manager of a limited liability company, which legal entity is the applicant, or is a general partner or member or manager of the applicant. If an agent signs, attach a notarized power of attorney and Tax Commission Form TC244. If a fiduciary signs, see Form TC600 for instructions on documentation of authority.

Print name of person signing _____ If signing as an officer, general partner or member or manager of an LLC, specify name of entity and person's title: _____

Name of entity _____ Title _____

Signer or entity is: The applicant General partner of partnership applicant Member or manager of limited liability company applicant
 An attorney, employee, property manager or other agent. **A notarized power of attorney and Form TC244, must be attached.**

If signing as fiduciary and applicant is a corporation, partnership or LLC, specify name of entity and name and title of person for whom you are signing.
 Name of entity _____ Name and title _____

I have read this form and all relevant instructions, whether on this form or on another. I certify that all statements made on this application, including all attachments listed in Section 4 above, are true and correct to the best of my knowledge and belief, and I understand that such statements are being relied upon by the City of New York, and that they are subject to verification. I have read this entire form before signing it. I am personally responsible for the accuracy of the information provided on this application and any attachments. I also understand that the making of any willful false statement of material fact on this application including the attached sheet(s) will subject me to the provisions of the penal law relevant to the making and filing of false statements.

Signed: _____ Date _____

The signer must appear and acknowledge the signature before a notary.
 Sworn to before me:

County _____ State _____ Date _____

Signature of person administering oath _____

NOTARY STAMP