



ADDENDUM TO APPLICATION FOR CORRECTION

FORM TC200 INSTRUCTIONS FOR 2016

**Addendum to application.** TC200 is required when you apply using Form TC106, and may be required when applying using Form TC101, TC105, TC108 or TC109. Follow these instructions. If required, attach TC200 to the application. If you do not file TC200 when necessary, the application will not be complete and will not be considered. Form TC200 serves a variety of purposes, so, some parts of TC200 may not apply to your application.

**When Form TC200 is required because of the relation of the applicant to the property.** You must file Form TC200 with an application in the following circumstances:

The applicant is not an owner or lessee who pays all property charges, such as taxes on, insurance for, and maintenance of the entire property.

the applicant is a partial tenant, a tenant who does not pay all property charges, mortgagee-in-possession, receiver, trustee in bankruptcy, or owner of a divided interest.

A receiver, mortgagee-in-possession or bankruptcy trustee must attach a copy of the signed court order of appointment or granting possession to the application with TC200. Highlight the parts of the order identifying the property and naming the applicant. Do not submit orders no longer in effect.

The applicant is a contract vendee. A contract vendee (buyer) must attach a copy of the contract of sale signed by the buyer and seller to the application with TC200. If the vendor and vendee are not related, file Form TC230 also. Vendees may submit the contract at the hearing (with TC159), if the opening and signature pages (showing there is a signed contract in effect) are attached with TC200 to the application when filed. The contract must be unconditional and establish that the buyer is aggrieved.

If required documents are not attached to TC200 when the application is filed, and, as a result, standing is not established, the application will be dismissed.

**Documentation of fiduciaries' authority.** A fiduciary, such as an executor of a decedent's estate, administrator, guardian, conservator or trustee, must show authority to sign the application.

Form TC200 is not required of a fiduciary if the principal is an owner or net lessee of the entire property. See Form TC600 for instructions on the requirement to attach documents to your application to establish a fiduciary's authority.

**Other circumstances when TC200 is required with TC101.** Form TC200 must be filed with an application on Form TC101 when:

An owner whose property is subject to a net lease reports net lease rent on Form TC200 Part 5, instead of Form TC201.

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

If the answer is "Yes" to either or both questions in Part 10 of TC101 as to a sale of the property or construction or major alteration work since January 5, 2014. Describe construction or a major alteration in TC200 Part 4. Describe a sale between related persons in TC200 Part 3. Use Form TC230, instead of Form TC200, to report a sale between unrelated persons.

If the specific information called for in Part 3 or 4 is not available when the application is filed, or Form TC230 is not attached when the application is filed, you may submit TC200 and/or TC230 at your hearing. If review on the papers without a personal hearing is requested, you must complete Part 3 or 4 or attach TC230 when the application is filed.

**When Form TC200 is required with TC105.** Form TC200 is required with TC105 when the applicant is not an owner. Complete only Parts 1 and 2.

**When Form TC200 is required with TC109 to make a unit value claim.** Form TC200 must be submitted for a claim that an individual residential or owner-occupied commercial unit is overvalued, and the claim stands independent of the correctness of the valuation of the condominium as a whole. For example, a unit's assessed value is claimed to exceed its rental value, as indicated in the rent actually paid to the owner or which the unit would earn if rented, based on rents of comparable units. This claim may be asserted irrespective of the value of the entire condominium because of

specific factors affecting a unit. Owners of residential units must complete Parts 1, 2, 6 and 7 of TC200. Owners of nonresidential units must complete Parts 1, 2 and 6.

A cooperative apartment corporation that owns a condominium unit should file Form TC203, and not TC200.

**When to file.** If you are required to file TC200, submit it with your application. Generally, all applicable parts must be complete when filed.

The following exceptions apply:

Provided TC101 Part 10 discloses that a sale or construction or major alteration occurred after January 5, 2014, you may submit TC200, attached to Form TC159, with Parts 3 and/or 4 completed, at the hearing. If the sale is between unrelated persons, submit Form TC230, instead of TC200.

If the actual assessment equals or exceeds \$750,000, TC200 may be filed as an attachment to a supplemental application, Form TC150, from March 2 until March 24, if filed for the purpose of reporting net lease rent in Part 5, instead of filing TC201.

If Form TC150 is filed from March 2 until March 24 with TC201, you may file TC200 attached to TC150 for the purpose of supplying information required in Part 3 and/or 4. Otherwise, submit the information at the hearing, as discussed above.

**What parts to complete.** If TC200 is required, all applicants must complete Parts 1 and 2, including questions marked ◆, which are to be answered "Yes" or "No". If filing Form TC106, also answer questions marked ◆ in Parts 3, 4 and 6, and complete parts that apply. If filing Form TC109 to make a unit value claim (see above), complete Parts 1, 2, 6 and/or 7, and if applicable 3, 4, or 5. If you file Form TC101 and answer one or both items in Part 10 "No", Parts 3 and/or 4 may be left blank. If a condominium is newly constructed or underwent a major alteration after January 5, 2014, a condominium board or cooperative corporation filing Form TC109 must complete Parts 1, 2, and 4.

#### **Definitions.**

**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.

**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.

**Floor area.** Where floor area is called for, state the approximate gross floor area to the best of your knowledge and ability. The measurement should be from exterior wall to exterior wall for each floor.

**Forms and information.** Copies of Tax Commission forms may be obtained at <http://www.nyc.gov/html/taxcomm> and at Finance Business Centers in each borough. Address questions about how your assessment was determined or general questions about real property tax assessments to the Department of Finance. Contact Finance at <http://www1.nyc.gov/site/finance/taxes/property.page> or by calling 311. If you have questions about the application procedure, contact the Tax Commission by e-mailing [tcinfo@oata.nyc.gov](mailto:tcinfo@oata.nyc.gov) or by calling 311.



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

**TC200**  
**2016**

**ADDENDUM TO APPLICATION FOR CORRECTION**

Form TC200 is valid only if filed with your application or Form TC159. Form TC200 is a required addendum for all applications on Form TC106. Read TC200 Instructions before you begin. Answer yes or no to questions marked **◆**. If you are required to attach TC200, complete Parts 1 and 2, answer questions marked **◆** in Parts 3, 4 and 6, and complete the parts that apply. Generally, condominium unit applicants should complete Parts 1, 2, 6 and/or 7.

1. PROPERTY IDENTIFICATION				
BOROUGH (Bronx, Brooklyn, Manhattan, Queens or Staten Island)	BLOCK	LOT	REP. TC GROUP NUMBER	ASSESSMENT YEAR <b>2016/17</b>

a. **◆** If the property is a tax lot/are tax lots in a condominium, does this addendum cover all lots listed on Form TC109? \_\_\_\_\_.  
 If yes, skip section b.

b. **◆** Does this schedule cover more than one tax lot? \_\_\_\_\_. If yes, state total number of lots \_\_\_\_\_, and list block and lot numbers:  
 Block \_\_\_\_\_ Lots \_\_\_\_\_      Block \_\_\_\_\_ Lots \_\_\_\_\_  
 Block \_\_\_\_\_ Lots \_\_\_\_\_      Block \_\_\_\_\_ Lots \_\_\_\_\_  
 Check if applicable:  Additional lots are listed on page \_\_\_\_  All lots are contiguous. See TC166 for instructions on consolidated lots.

**2. APPLICANT'S RELATION TO PROPERTY; ATTACHMENTS TO ESTABLISH LEGAL STANDING**

Mark only one box below with an X to indicate the applicant's standing as a person aggrieved by the assessment.

- The applicant is an owner/title holder of the entire property (tax lot(s) in issue).
- The applicant is a lessee of the entire property who pays all property charges, such as taxes, insurance and maintenance, in addition to rent ("net lessee") and is not barred by the lease or otherwise from contesting the assessment.
- The applicant is a partial tenant or lessee, or lessee of the entire property who does not pay all property charges. Attach a copy or abstract of lease, highlighting the tax clause and description of leased premises.
- The applicant is a contract vendee (buyer).  
 Attach a copy of contract of sale signed by the buyer and seller. See TC200 Instructions.
- The applicant is a mortgagee (lender) in possession.  
 Attach a copy of the court order that appoints a receiver or trustee, grants possession to the lender's nominee, or directs a sale or transfer of the property.
- The applicant or signer is a receiver (court appointee), or trustee in bankruptcy.  
 Attach a copy of the court order or other relevant documents that establish standing as a person aggrieved.
- The applicant is a condominium board of managers.
- The applicant owns a divided interest. Attach copy of deed and a sketch of the tax lot showing applicant's part.
- If none of the above, specify the applicant's relation to the property: \_\_\_\_\_  
 Attach relevant documents or portions thereof that establish legal standing and authority to contest the assessment.

**◆** Does applicant lease property from a related person? \_\_\_\_\_. If yes, specify applicant's relation to lessor \_\_\_\_\_  
 \_\_\_\_\_ and lessor's relation to property \_\_\_\_\_

**◆** Does applicant or a related person pay rent pursuant to an arms-length lease of the entire property? \_\_\_\_\_. If yes, complete Part 5 below.

**◆** Is the entire property subject to a net lease in which the lessee is obligated to pay all property charges, such as taxes, insurance and maintenance, in addition to rent? \_\_\_\_\_. If yes, provide lease information in Part 5 below or on Form TC201.

**3. SALE OR TRANSFER AFTER JANUARY 5, 2014. If the answer to the two following questions is yes, complete this part. If the transfer was between unrelated persons, complete and attach Form TC230.**

- ◆ Has the property or an interest in it been bought, sold, transferred or placed under contract of sale after January 5, 2014? \_\_\_\_\_
- ◆ Is the transfer between related persons? \_\_\_\_\_

SELLER OR GRANTOR	CONTRACT DATE
BUYER OR GRANTEE	CLOSING DATE
APPLICANT'S RELATION TO PARTIES, IF ANY	PRICE

Describe purpose of transaction.

**4. CONSTRUCTION OR MAJOR ALTERATION AFTER JANUARY 5, 2014**

- ◆ After January 5, 2014, has any construction or major alteration work been under way or is a new building proposed in filed plans? \_\_\_\_\_. If yes, complete this part. Report actual costs as of January 5, 2016, except site acquisition for construction and personal property.

DESCRIBE WORK

START DATE	COMPLETION DATE	FLOOR AREA OF NEW SPACE	FLOOR AREA OF RENOVATED SPACE	PERCENT WORK COMPLETE ON 1/5/16
CONTRACT COSTS	FINANCING COSTS	PROFESSIONAL FEES	OTHER COSTS	TOTAL COSTS

**5. LAND OR BUILDING LEASE AS OF JANUARY 5, 2016. Omit if Form TC201, 203, 208 or 214 is filed.**

LESSOR	IF NOT OWNER OF RECORD, DESCRIBE RELATION TO PROPERTY
LESSEE	IF NOT APPLICANT, DESCRIBE RELATION TO APPLICANT

Term of lease: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Annual rent \$ \_\_\_\_\_ Accounting basis:  Cash  Accrual

Start date of annual rent stated: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of annual rent stated: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of lease option: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total sublease rent paid to net lessee, if known: \_\_\_\_\_ Number of non-residential subtenants on 1/5/16, if known: \_\_\_\_\_

- ◆ Does lessor receive any sums in addition to annual rent stated? \_\_\_\_\_. If yes, state additional sums here \$ \_\_\_\_\_
- ◆ Does lessor pay any of the operating expenses or real estate taxes? \_\_\_\_\_. If yes, specify \_\_\_\_\_
- ◆ Is the lease a ground lease? \_\_\_\_\_
- ◆ Is part of annual rent based on a percentage of sales? \_\_\_\_\_. If yes, state percentage rent: \_\_\_\_\_% of sales over \$ \_\_\_\_\_

**6. USE BY APPLICANT. Not applicable to cooperatives or if answered on Form TC101.**

- ◆ On January 5, 2016, was any of the property used by the applicant or related persons (Yes or No)? \_\_\_\_\_. If yes, complete Part 6.

Used by applicant:  Entire property.  Condo unit(s)  Part. Specify location in building \_\_\_\_\_

Approximate nonresidential floor area used by applicant : \_\_\_\_\_sq.ft., of which first floor \_\_\_\_\_, basement \_\_\_\_\_

Describe applicant's use \_\_\_\_\_

**7. CONDO UNIT DESCRIPTION. Describe residential condo unit as of January 5, 2016. Complete this part if the value of the unit on its own is disputed. Attach or submit at the hearing evidence of the unit's value by the income approach to value, which TC600 and TC109INS Supplemental explain.**

PERCENT COMMON INTEREST	FLOOR AREA PER OFFERING PLAN (SQ.FT )	YEAR AND NATURE OF LAST PHYSICAL CHANGE OR MAJOR ALTERATION	
NUMBER OF KITCHENS	NUMBER OF BATHS	NUMBER OF BEDROOMS	NUMBER OF OTHER ROOMS
NUMBER OF VEHICLE PARKING SPACES ASSIGNED TO YOUR UNIT		PATIO/TERRACE/BALCONY/ OTHER SPECIAL FEATURES	
Indoor: _____ Outdoor: _____			