

## Condominium Filing Process Requirements

Dept. of Finance Office of the City Surveyor Submission Information

\_\_\_\_\_  
Name of Condominium

\_\_\_\_\_  
Borough

\_\_\_\_\_  
Block #

\_\_\_\_\_  
Lot # ( current )

Received

- |     |  |       |
|-----|--|-------|
| 1.  | Two (2) Sets of Plans for Condominium Number _____<br>Plans size submission should be no bigger than: 18" x 24"<br>( 2 set Mylar Plans, 1 Paper; 1 Mylar set is returned upon Approval ) | _____ |
| 2.  | Copy of Condominium Declaration ( 3 sets, 1 is returned stamped )  | _____ |
| 3.  | Copy of Offering Plan  | _____ |
| 4.  | Copy of Amendment(s) to Offering Plan  | _____ |
| 5.  | Approved Attorney General's Letter or No Action Letter   | _____ |
| 6.  | Approved Attorney General's Letter for Amendments  | _____ |
| 7.  | RP-604 with Tentative Tax Lot Number Assignmend  | _____ |
| 8.  | Form B-31 or Approved PW-1. NYC-DOB ( If Required )  | _____ |
| 9.  | Copy of NYC-DOB Approved Subdivision Application   | _____ |
| 10. | Copy of Approved By-Laws   | _____ |
| 11. | Copy of the Recorded Property Deed   | _____ |
| 12. | Executed Dept. Of Finance Form RP-602C   | _____ |
| 13. | Verification of Paid Property Taxes &/ or Use Permit Fees  | _____ |

Fees to be paid in conjunction with Processing Condominium Filing at NYC Dept. Of Finance		
Tax Map ( If Needed )	\$ 1.25	_____
Condominium Filing Fee	\$ 6.00 / Unit ( Fee Paid )	_____