

- INSTRUCTIONS FOR COMPLETING OWNER'S REGISTRATION CARD -

LINE 1

Enter the borough in which the property is located and the block and lot numbers of the property. Only one property (block and lot) may be registered with this card. Make photocopies if you want to register more than one property.

LINE 2A

Enter the full name of the owner if the property is owned by an individual. Please **DO NOT** abbreviate. If the property has more than one owner, see instructions for line 5.

LINE 2B

Enter the name of the owner if the property is owned by a business entity. If the property has more than one owner, see instructions for line 5.

LINE 3

Enter the address of the owner. (Please note that the address at which the owner lives, or at which the company is located, is not necessarily the property address itself.)

LINE 4

Enter the actual address of the property.

LINE 5

Check the box if the property has more than one owner, and attach an additional sheet with the name, address and EIN/SSN of the other owner(s). Include the property block and lot number.

LINE 6

Enter the owner's Social Security Number, or if the owner is a corporation or partnership, enter the Employer Identification Number. This is required by Section 11-102.1 of the New York City Administrative Code and will be used for tax compliance purposes. This will be used for tax compliance purposes. (The same is true of the tenant and agent identification number information requested for real estate and assessment bills.)

LINE 7

In order that we may provide you with better service, please provide a telephone number at which you can be reached during normal business hours.

IMPORTANT

If your mortgage payments include your real estate taxes, fill in the name and address of your bank/lender in the space provided on line 9. If not, fill in the address to which you are choosing to have real estate tax bills sent.

LINE 8

Check the box next to the appropriate relationship. For example, if bills are to be sent to your bank/lender, check the box which is marked "Bank/Lender."

LINE 9

Enter the name and address to which you would like Real Estate Tax bills mailed.

LINE 10

Special Assessment bills are for items such as Sidewalk Assessment, Mall Maintenance and Boiler and Elevator Inspection Charges. In most cases the owner should register to receive these bills. Enter the name and address to which Special Assessment bills should be sent.

LINE 11

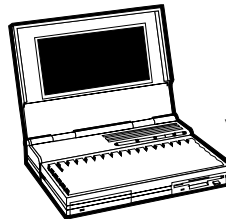
The owner or corporate officer **must** sign the Registration Card in order for it to be valid.

LINE 12

Indicate the date signed.

The law provides that senior citizens and handicapped taxpayers may designate someone to receive duplicate tax bills. If you are interested, contact Taxpayer Assistance at (718) 935-9500 and ask for a third party notification form. IF YOU NEED FURTHER ASSISTANCE IN COMPLETING THIS FORM, PLEASE CALL (718) 935-9500.

SI USTED NECESITA RECIBIR ASISTENCIA EN ESPANOL PARA LLENAR ESTO FORMULARIO, LLAME (718) 935-9500.



THE NEW YORK CITY
DEPARTMENT OF FINANCE
NOW PROVIDES ON LINE
OWNER'S REGISTRATION
VIA THE WORLD WIDE WEB

You can use your personal computer and modem to access an "on line" version of the Property Owner's Registration form that can be submitted via the World Wide Web. It's quick, it's simple, and here's how:

1. Logon to the following address:
<http://www.ci.nyc.ny.us/cityforms>
2. Click on the "**Property Owner's Registration form**" link and follow the instructions
3. Complete the registration form by typing all the required information in the prompted fields
4. Click on "**Send to Finance**" to file your registration