



**AlliedPartners**

**TIME SENSITIVE INFORMATION ENCLOSED**

December 7, 2023

Re: New York City Department of Finance Coop/Condo Tax Abatement 2024-2025

To Whom It May Concern:

Every year, the New York City Department of Finance (NYC DOF) issues a property tax abatement to eligible co-op shareholders and condominium unit owners.\* In accordance with the tax abatement eligibility requirements, Managing Agents are responsible for filing proof of primary residency on behalf of the shareholders/unit owners, and do so on a yearly basis. **(Please note that individual shareholders/unit owners must apply directly for STAR, veteran, and senior citizen tax abatements for which they may be eligible.)**

**In order for Management to file on your behalf, please complete the form that appears on the reverse side of this letter and return to Mary Mora via email attachment to [mmora@alliedpartners.com](mailto:mmora@alliedpartners.com) by January 5, 2024. Responses received after this date will not be provided to the Department of Finance and may result in failure to receive an abatement.**

Please be advised that **all sections of the form must be completed** to ensure proper filing. We understand that the information being requested is sensitive; however, the NYC DOF requires the most recent and accurate data for all items being requested. Failure to provide a complete form with all sections filled may result in a change of eligibility due to incomplete filing.

If you have any questions regarding this matter, please contact Mary Mora at [mmora@alliedpartners.com](mailto:mmora@alliedpartners.com).

Very truly yours,  
Allied Partners  
As Agent

\* Please note that the abatement eligibility and exemption amounts are determined by the Department of Finance and not by Management or the Board. Some of the NYC DOF requirements include:

- The co-op or condo unit must be the shareholder/owner's primary residence.
- You must have taken primary residency of the unit on or before January 5, 2024 to qualify for the abatement for the specified tax year. If the unit was purchased or occupied after January 5, 2024 you can apply for the next tax year.
- Co-op or condo owners cannot own more than three residential units in any one development and one of the units must be the owner's primary residence.
- Units owned by a business including LLCs are not eligible.
- Units owned by a trust are eligible only if the unit is the primary residence of the beneficiary of the trust, trustee, or life estate holder.

**2024-2025\* COOP/CONDO TAX ABATEMENT**  
**PRIMARY RESIDENCE VERIFICATION FORM**

**Please return this form on or before January 5, 2024.**

PROPERTY  
ADDRESS:

240 East 76<sup>th</sup> Street, New York, NY 10021

**APT.#** \_\_\_\_\_

IS THIS YOUR  
PRIMARY  
RESIDENCE

**Shareholder/Unit Owner 1**

**YES** ☐ **NO** ☐

If yes, when did this become your  
primary residence?

Date:

\_\_\_\_\_

**Shareholder/Unit Owner 2**

**YES** ☐ **NO** ☐

If yes, when did this become your  
primary residence?

Date:

\_\_\_\_\_

**PRINT**  
OWNER  
NAME

**Shareholder/Unit Owner 1**

\_\_\_\_\_

**Shareholder/Unit Owner 2**

\_\_\_\_\_

NUMBER OF  
UNITS YOU  
OWN IN THIS  
DEVELOPMENT

**CHECK ONE**

☐ ☐ ☐ ☐  
**1 2 3 4**

**CHECK ONE**

☐ ☐ ☐ ☐  
**1 2 3 4**

By signing below, I certify that all statements made on this verification form are true and correct to the best of my knowledge and that I have made no willful false statements of material fact. I understand that this information may be subject to audit by the NYC Department of Finance, who may determine that I do not qualify for tax benefits. As a result, I may be disqualified from future exemptions and abatements and will be responsible for all applicable taxes due, accrued interest and the maximum penalty allowable by law. Each verification form must be signed by at least one owner.

**Shareholder/Unit Owner 1**

**Shareholder/Unit Owner 2**

**SIGNATURE(S):** \_\_\_\_\_

\_\_\_\_\_

**Date Signed:** \_\_\_\_\_

\_\_\_\_\_

\*New York City's fiscal year commences July 1<sup>st</sup>.