

**Cooperative-Condominium  
Property Tax Abatement  
Renew by February 15**

December 23, 2022

**Re: It's time to renew the Cooperative and Condominium Property Tax Abatement**

Dear Managing Agent or Board Member,

We are writing to inform you that you are required to file a Cooperative/Condominium Property Tax Abatement Renewal and Change Form annually for the development(s) you manage in order to continue receiving the abatement. Please complete and submit the Cooperative/Condominium Property Tax Abatement Renewal and Change Form by February 15.

**Here is what you need to know:**

1. You are responsible for applying for and renewing the co-op/condo abatement for your development. Access to the Co-op/Condo Abatement Portal (CCAP) and paper application is available at [www.nyc.gov/ccabatement](http://www.nyc.gov/ccabatement).
2. You are responsible for collecting owner information, including primary residency. Verification of the information you collect will be the responsibility of the individual unit owners.
3. You are required to report changes in ownership and unit structures (for example, new owners, owners added, combined units, or unit share adjustments).
4. You must file a prevailing wage affidavit for properties that have more than 30 dwelling units and an average unit assessed value more than \$60,000, or that have 30 or fewer dwelling units and an average unit assessed value more than \$100,000. The affidavit is available at [www.nyc.gov/ccabatement](http://www.nyc.gov/ccabatement) and should be uploaded with your co-op/condo abatement application using the Co-op/Condo Abatement Portal.

The information you provide will help ensure that eligible owners in your development continue to receive the co-op/condo abatement. More detailed information is available at [www.nyc.gov/ccabatement](http://www.nyc.gov/ccabatement).

**Failure to renew will result in the abatement being removed from the entire development.**

If you have questions about this notice, please contact the Department of Finance via our online customer service portal, [www.nyc.gov/contactdof](http://www.nyc.gov/contactdof), or call 311.

Sincerely,

The Property Division  
New York City Department of Finance