



**Major Capital Improvements (MCI)**  
**Online Abatement Application User Guide**  
A step-by-step guide to applying for the MCI Abatement

October 2024

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## How to File an MCI Abatement Application **Step-by-Step Guide**

This guide will help you complete and submit your online MCI abatement application. There are three main screens you will navigate to complete the application process:

- **SCREEN #1:** MCI Property Search
- **SCREEN #2:** MCI Search Results
- **SCREEN #3:** MCI Application

## SCREEN #1: MCI Property Search

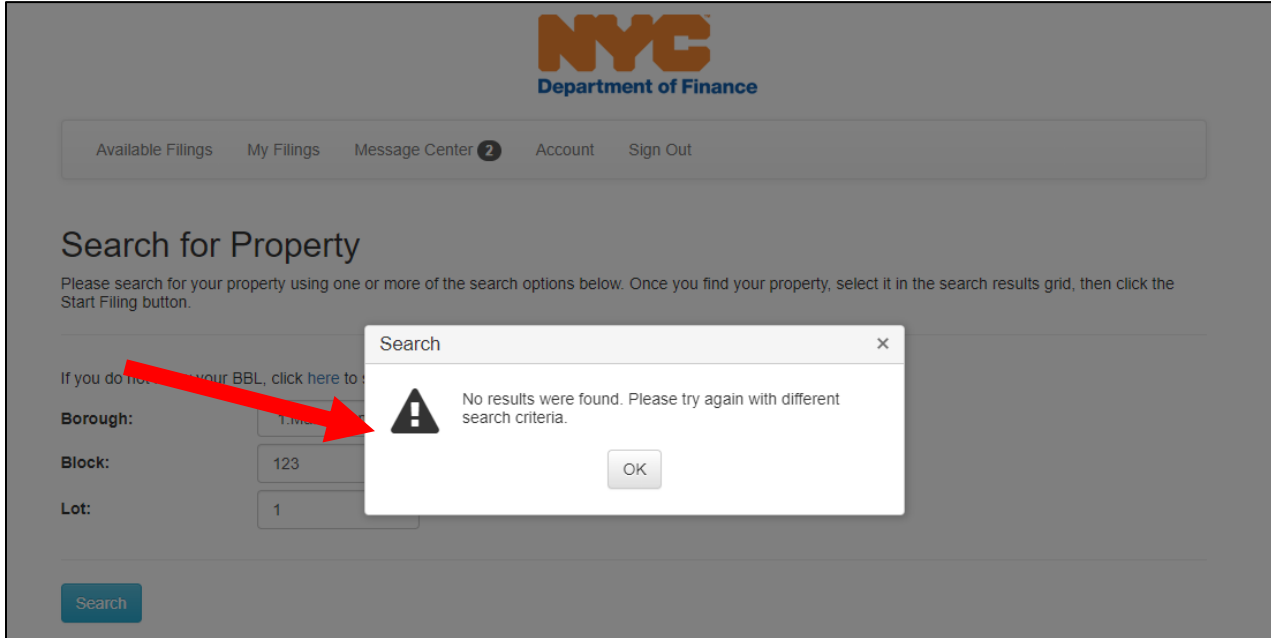
Begin the MCI application by searching for your property at [www.nyc.gov/ownerexemption](http://www.nyc.gov/ownerexemption). Select Major Capital Improvement (MCI) Abatement, and then click the File MCI Online button.

The screenshot shows the NYC Department of Finance website. The top navigation bar includes links for Vehicles, Property, Business, Auctions, Courts, About, and Payments. Below this, there are sub-navigation links for Property Tax Bills, Benefits, Assessments, and Tax Maps. The main content area is titled 'Major Capital Improvement (MCI) Abatement' and contains a paragraph of text explaining the application process. A red arrow points to a dark blue button labeled 'File MCI Online' in the bottom right corner of the content area.

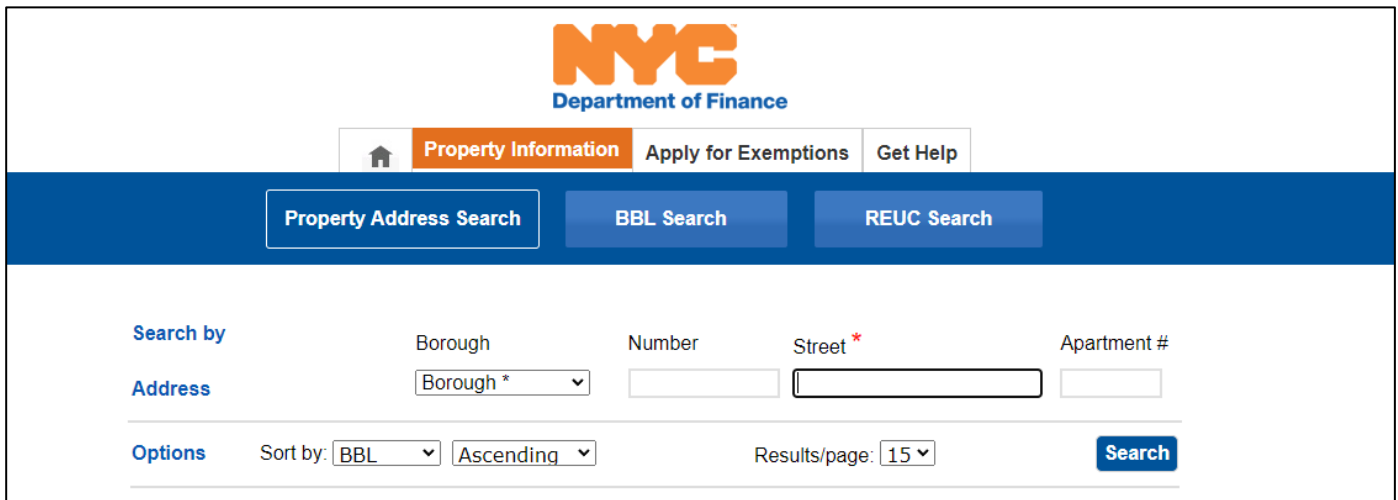
Enter your property's borough-block-lot (BBL) number, then click Search.

The screenshot shows the 'Search for Property' page on the NYC Department of Finance website. The page features a search form with three input fields: 'Borough:', 'Block:', and 'Lot:'. A red box highlights these three fields. Below the form is a blue 'Search' button. The page also includes a navigation bar with links for Available Filings, My Filings, Message Center, Account, and Sign Out.

**Helpful hint:** If you provide an incorrect BBL, you will see the following error message:



**Helpful hint:** If you do not know your BBL, you can search for it by clicking the link provided on the Search for Property page or by visiting [www.nyc.gov/bbl](http://www.nyc.gov/bbl).



**SCREEN #2: MCI Search Results**

The Search Results screen will display all the state-approved dockets for MCIs associated with your property.

	Docket No
<a href="#">Start Filing</a>	CT410021OM
<a href="#">Start Filing</a>	CT410031OM
<a href="#">Start Filing</a>	CV410025OM
<a href="#">Start Filing</a>	EU410037OM
<a href="#">Start Filing</a>	EU410040OM
<a href="#">Start Filing</a>	EU410041OM
<a href="#">Start Filing</a>	EU410043OM
<a href="#">Start Filing</a>	EU410045OM
<a href="#">Start Filing</a>	EU410046OM
<a href="#">Start Filing</a>	EU410047OM

⏪
⏩
1
2
▶
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1 - 10 of 19 items

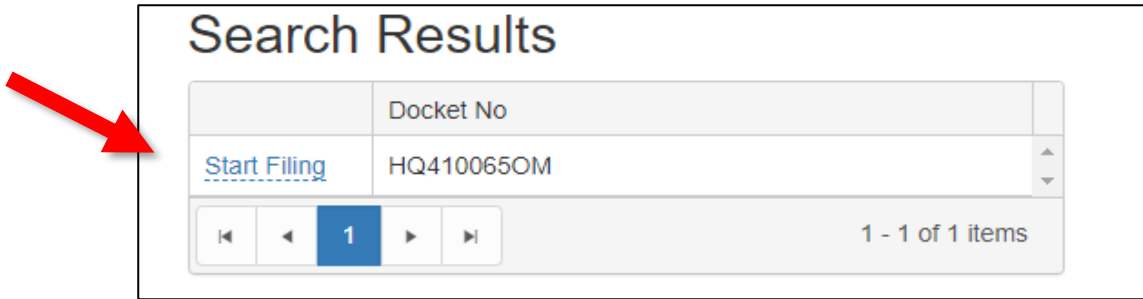
**Docket Number:** All MCI orders received by the Department of Finance from the New York State Division of Housing and Community Renewal are assigned docket numbers.

**Helpful hint:** Department of Finance records are updated monthly. If your search does not display any results you may check again the following month or visit the [Division of Housing and Community Renewal](#) to check the status of your MCI order.

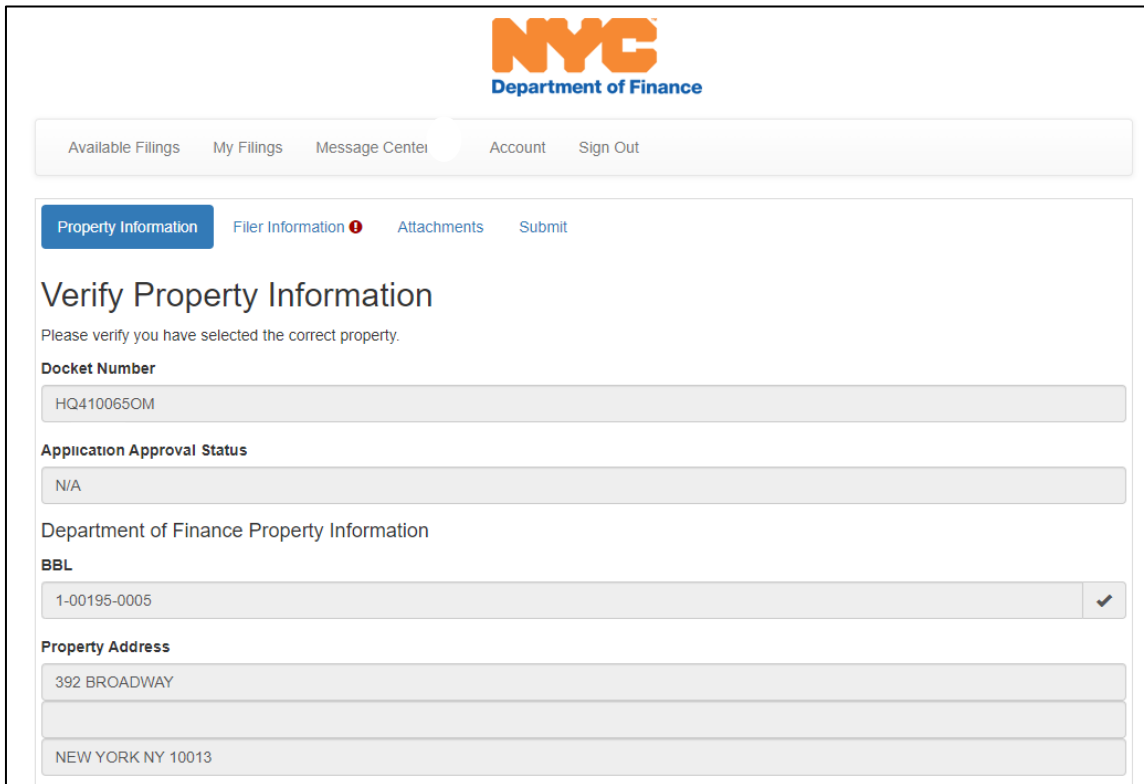
Contact us at [www.nyc.gov/contactpropexemptions](http://www.nyc.gov/contactpropexemptions) if your docket number does not appear under the search results.

### SCREEN #3: MCI Application

Use the Start Filing link to begin your application for a particular docket.



Review the pre-populated property information. If any of the information is incorrect, you can select Request to Update on the following page. Click Next.



If there is old or wrong information shown here for your property, you can ask the Department of Finance to correct the information by filing a [Request to Update](#).

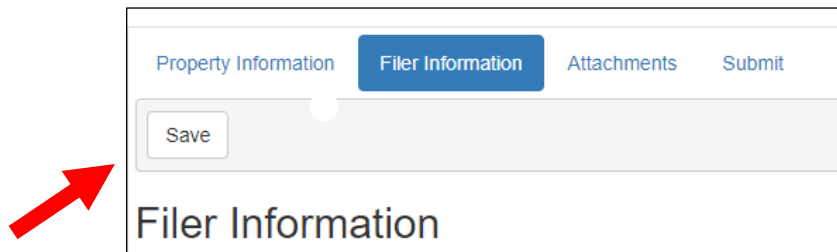
Enter your contact information under the Filer Information tab. The required fields are marked with an asterisk. Click Next when you are finished.

The Department of Finance will validate your application to confirm that you are the property owner or have been authorized to submit the application on the property's behalf.

The screenshot shows the 'Filer Information' tab selected in a web application. The form contains the following fields:

- Contact Organization:
- Contact Last Name:  \* (This field is required.)
- Contact First Name:  \* (This field is required.)
- Street Address 1:  Street Address \* (This field is required.)
- Street Address 2:  Apt., Unit No.
- City:  City \*

**Helpful hint:** There is an automatic 20-minute timeout for SmartFile sessions. Be sure to save your information if you plan to be away from your computer for a period of 20 minutes or longer.



If we are unable to verify your contact information, a proxy form will be required to submit the MCI Abatement application on behalf of the property owner. You can find the proxy form under the Attachments tab. Please note that the form must be signed by the property owner. We also mailed blank proxy forms to all parties referenced in the DHCR docket shortly after the docket approval.




The screenshot shows the NYC Department of Finance portal. At the top, there is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification icon), 'Account', and 'Sign Out'. Below this is a secondary navigation bar with 'Property Information', 'Filer Information', 'Attachments' (highlighted in blue with a red notification icon), and 'Submit'. The main content area is titled 'MCI Proxy Form'. It contains the following text: 'To proceed, you must upload the proxy form to provide proof that you are authorized to submit the MCI abatement application.' Below this is a link: 'Major Capital Improvement (MCI) Abatement Application Proxy Form'. A red asterisk indicates a requirement: '\* - You must attach at least one document in this category.' Underneath, there is a section for 'Current Attachments' with columns for 'Filename' and 'Size (kb)'. A 'Select files...' button is provided for uploading documents. At the bottom of the form area, there are 'Previous', 'Cancel Filing', and 'Next' buttons. A red arrow on the left side of the image points to the 'Attachments' tab in the secondary navigation bar.

Once the signed MCI Proxy Form is uploaded, click Next. Certify that all information in your application is true and correct, then click Submit.

The screenshot shows the NYC Department of Finance portal at the 'Certification' step. The navigation bar at the top is identical to the previous screenshot. The secondary navigation bar now has 'Property Information', 'Filer Information', 'Attachments' (with a red notification icon), and 'Submit' (highlighted in blue). The main content area is titled 'Certification'. It contains a certification statement: 'I certify that all information in this application is true and correct to the best of my knowledge and belief. I attest that I own this property or have been authorized by its owner to submit an MCI abatement application on the property's behalf. I understand that the willful making of false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render the application null and void.' Below the statement is a dropdown menu with a red asterisk. There are three input fields: 'Name' (with a red asterisk), 'Title', and 'Date' (pre-filled with '09/17/2024'). At the bottom of the form area, there are 'Previous', 'Cancel Filing', 'Print Draft', and 'Submit' buttons.

**Helpful hint:** Once your application is submitted, you will receive a confirmation email. You will also have the option to print your filing.



Available Filings My Filings Message Center Account Sign Out

## Confirmation

An email has been sent to the email address provided in your account. Please check your inbox. Make sure to check your spam and junk folders if the email is not in your inbox, so you don't miss important notifications.


### Thank You!

Your application has been successfully submitted. We will review it and notify you by mail of our determination.

Sincerely,

The New York City Department of Finance

To view, print, or withdraw a filing, select My Filings. Please note the Filing ID assigned to your application. If you submitted a proxy form, your application status will be “Submitted and Pending Review.” Once the information has been validated the status will show “Published to the Property Tax System.”




Available Filings My Filings Message Center Account Sign Out

## My Filings

To view a filing, click on it below.

[Major Capital Improvement \(MCI\) Abatement](#)

<b>Filing Id</b>	327088
<b>Status</b>	Submitted and Pending Review
<b>Primary Keys</b>	DOCKET:HQ410065OM BBL:1001950005
<b>Created</b>	09/17/2024 10:27 AM
<b>Modified</b>	09/17/2024 11:21 AM



[Available Filings](#)   [My Filings](#)   [Message Center](#)   [Account](#)   [Sign Out](#)

## Filing Status

**Filing**      Major Capital Improvement (MCI) Abatement  
**Started**     Tuesday, September 17, 2024 10:27 AM  
**Status**       Submitted and Pending Review

[View Filing](#)

[Print Filing](#)

[Withdraw Filing](#)



