



# Co-op/Condo Abatement Online Filing User Guide

A step-by-step guide to renewing your Cooperative and Condominium  
Property Tax Abatement online

# Overview

The Department of Finance (DOF) provides the Cooperative and Condominium Property Tax Abatement (CCA), which reduces the property taxes of eligible co-op and condo owners.

Individual unit owners do not apply for the abatement. Instead, managing agents and boards apply on behalf of the entire development.

# Filing Instructions

**Step 1:** Visit the CCA webpage at [www.nyc.gov/ccabatment](http://www.nyc.gov/ccabatment).

**Step 2:** Select the “Renewing the Abatement (by February 15)” tab and click the link to file your CCA renewal.

The screenshot shows a webpage interface with a dropdown menu. The selected option is "Renewing the Abatement (by February 15)". Below the menu, there is a text block containing instructions. A red arrow points to a blue link labeled "Cooperative Condominium Abatement Renewal Portal".

How to Apply

Renewing the Abatement (by February 15)

The abatement must be renewed each year. The co-op or condo's board or managing agents are responsible for renewing the abatement—not the individual unit owners.

For fast, easy processing, renew online at the [Cooperative Condominium Abatement Renewal Portal](#). If you are not able to renew online, you may submit a paper application. (Be advised that paper renewals cannot be processed as quickly as online applications.)

Through the renewal process, the agent or board must inform the Department of Finance of any changes in ownership or eligibility. In December, we will mail a letter outlining each unit's tax savings. The agent or board will use this information to report to us any changes in ownership or eligibility.

You may also be required to submit a prevailing wage affidavit, per the section below. The deadline to renew the abatement and submit prevailing wage affidavits is February 15.

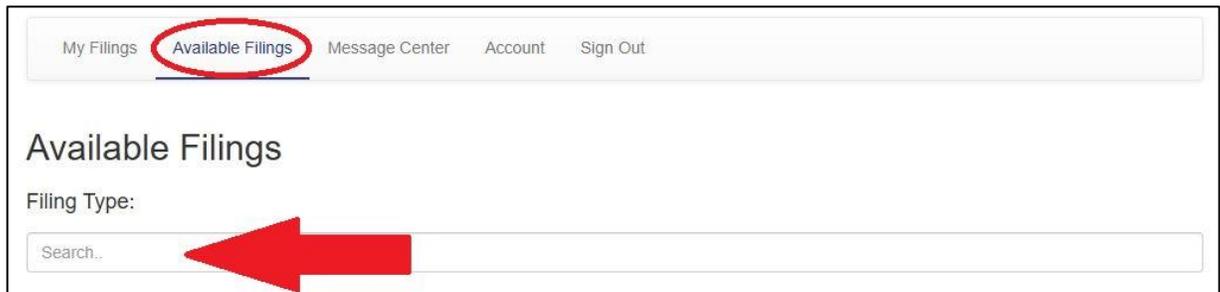
**Step 3:** Log in with your NYC.ID account. If you do not have one, select Create Account and follow the instructions.

The image shows a login interface with the following elements:

- Section 1: NYC Account Login**
  - Header: **Login**
  - Text: Log in using your NYC account
  - Form field: **Email Address or Username \*** with a red warning icon and text: **⚠ This field is required.**
  - Form field: **Password \*** with a red warning icon and text: **⚠ This field is required.**
  - Button: **Login** (blue)
- Section 2: Social Login Options**
  - Text: Log in using one of these options
  - Buttons: **NYC Employees**, **Google**, **Microsoft**, **LinkedIn**, **Yahoo**
- Footer Links:** **Forgot Password**, **Create Account** (highlighted with a red border), **Report an Issue**

**Step 4:** Once you have logged in, select the Available Filings tab. Be sure to select the correct link for your filing based on the type of property for which you are filing. You can also use the search feature to find the following:

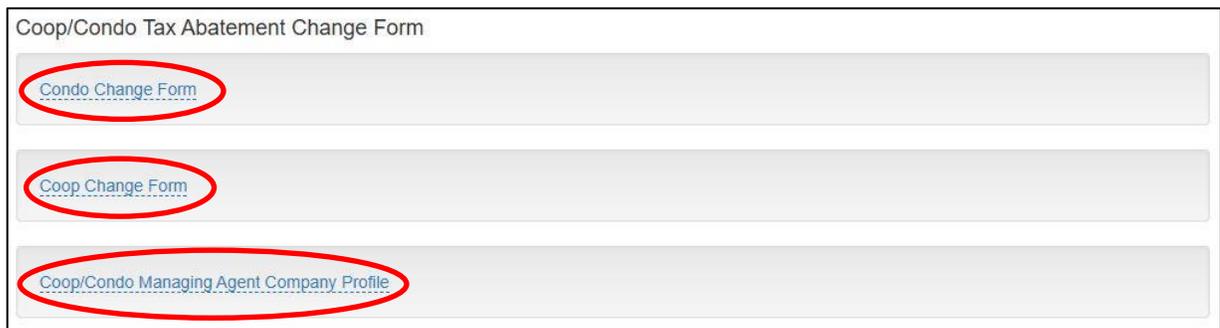
- Condo Change Form: Use this filing if the property is a condominium.
- Co-op Change Form: Use this filing if the property is a cooperative.
- Co-op/Condo Managing Agent Company Profile: Use this filing to manage your profile and properties under your purview.



My Filings **Available Filings** Message Center Account Sign Out

### Available Filings

Filing Type:



Coop/Condo Tax Abatement Change Form

- [Condo Change Form](#)
- [Coop Change Form](#)
- [Coop/Condo Managing Agent Company Profile](#)

Follow the instructions below for each filing type.

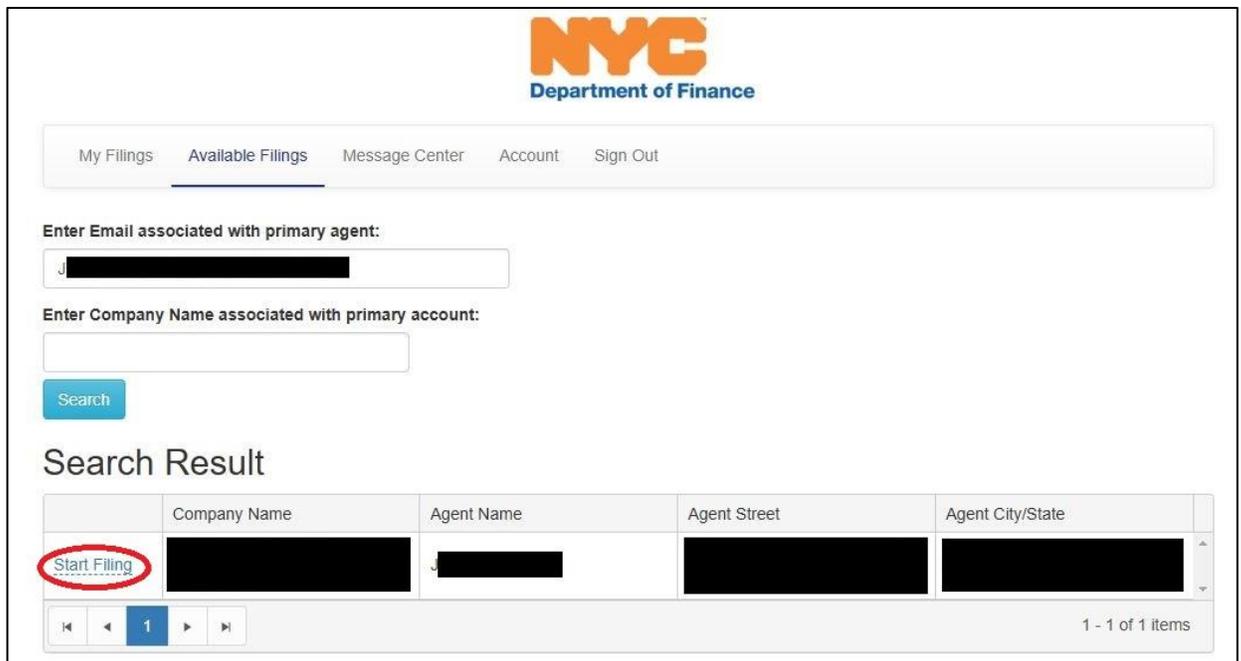
## A. Managing agents profile page

**Step 1:** Click Co-op/Condo Managing Agent Company Profile. Then select Begin Filing.



Enter the email address associated with the primary agent, or the company name associated with the primary account. If you do not know either, please contact us at [www.nyc.gov/contactdof](http://www.nyc.gov/contactdof).

Click Search and the company or agent name will appear under Search Result. Select Start Filing to proceed.



The screenshot shows the NYC Department of Finance web interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for "My Filings", "Available Filings", "Message Center", "Account", and "Sign Out". The "Available Filings" link is underlined. Below the navigation bar, there are two input fields: "Enter Email associated with primary agent:" and "Enter Company Name associated with primary account:". The email field contains a redacted address. Below the input fields is a blue "Search" button. Below the search button, the "Search Result" section is displayed. It contains a table with the following columns: "Company Name", "Agent Name", "Agent Street", and "Agent City/State". The table has one row with redacted data. A red circle highlights the "Start Filing" link in the first column of the table. Below the table is a pagination bar with a "1" in a blue box, indicating the current page. The text "1 - 1 of 1 items" is displayed in the bottom right corner of the pagination bar.

	Company Name	Agent Name	Agent Street	Agent City/State
Start Filing	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Step 2:** Verify the managing agent's information and mailing address.

If the information is correct, click Next. If the information is not correct, please contact us at [www.nyc.gov/contactdof](http://www.nyc.gov/contactdof).

The screenshot displays the NYC Department of Finance web portal. At the top, the NYC Department of Finance logo is visible. Below the logo, there is a navigation bar with links for 'My Filings', 'Available Filings', 'Message Center', 'Account', and 'Sign Out'. The main content area is titled 'Managing Agent Information' and includes sub-links for 'Maintain BBLs', 'Attachments', and 'Submit'. A button labeled 'Click here to add new Agent' is present. Below this is a table with columns for 'Agent Name', 'Agent Company', and 'Agent e-mail'. The table contains one row of data, which is partially obscured by redaction. Below the table is a pagination control showing '1' and '1 - 1 of 1 items'. The form below the table includes the following fields:

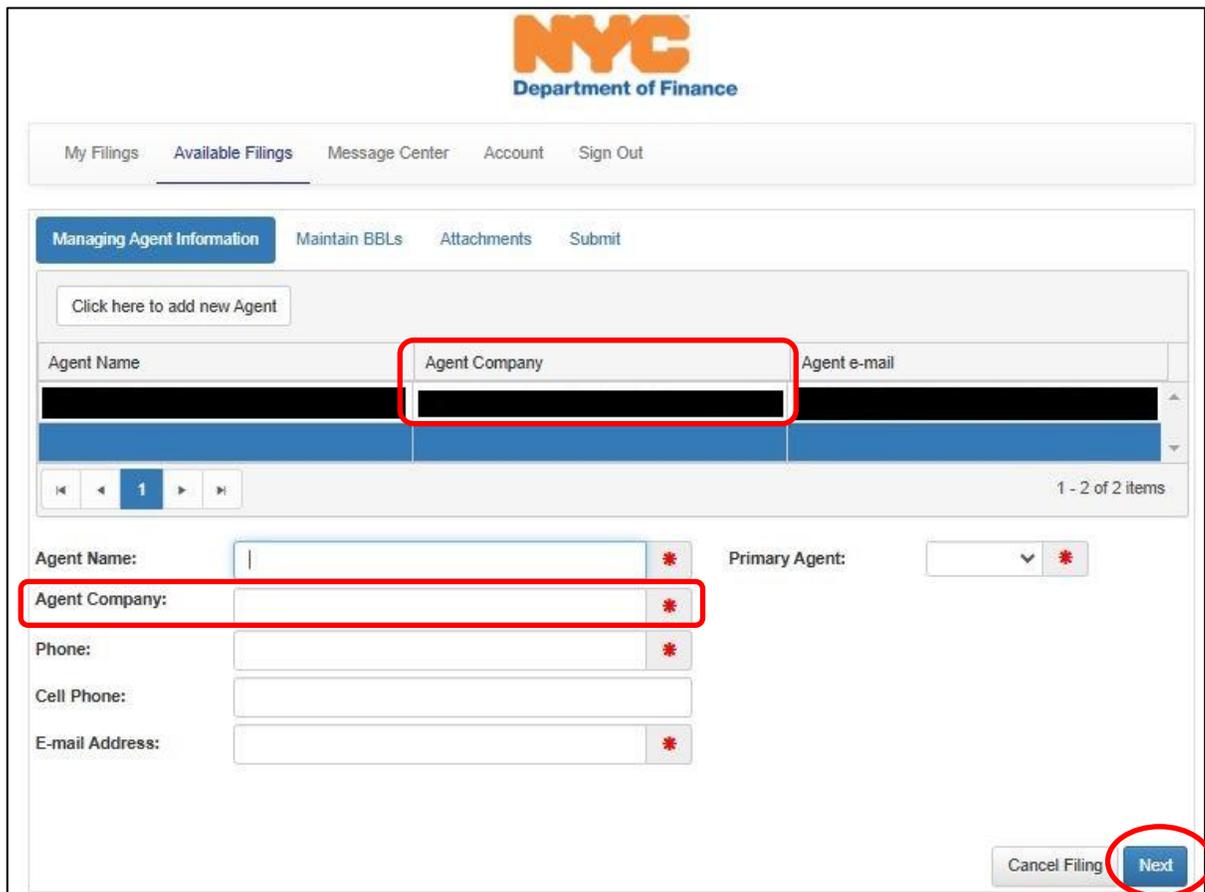
- Agent Name: [Redacted] ✓
- Agent Company: [Redacted]
- Mailing Address: [Redacted]
- Phone: [Redacted]
- Cell Phone: [Redacted]
- E-mail Address: [Redacted]
- Remove?: No
- Primary Agent: Yes

At the bottom right of the form, there are two buttons: 'Cancel Filing' and 'Next'. The 'Next' button is circled in red.

**Step 3:** You can add a new agent to the company profile under the Managing Agent Information tab.



Enter the information for the new agent. All fields marked with an asterisk are required. Please note that the agent companies must match. (See below.) Click Next to save the profile.



**Step 4:** Review your borough, block, and lot numbers (BBLs) under the Maintain BBLs tab.



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My Filings
Available Filings
Message Center
Account
Sign Out

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Managing Agent Information
Maintain BBLs
Attachments
Submit

Maintain BBLs: [Need Help?](#)

Add new Condo or Coop
Delete
Update total units/shares

#	COOP/CONDO ID	BBL #	1-COOP 2-...	PROPERTY ADDRESS	Abatement ...
			Coop		Y
2			Coop		Y
3			Coop		Y
4			Coop		Y
5			Coop		Y
6			Coop		Y
7			Coop		Y
8			Coop		Y
9			Coop		Y
10			Coop		Y

◀ ◁ 1 2 3 4 5 6 7 8 9 10 ... ▶ ▷ ▶▶
 
1 - 10 of 757 items

COOP/CONDO ID:

Property Type:

BBL:  Abatement Flag:

Name of Development:

**Step 5:** To add a new condo or co-op, click the Add new Condo or Co-op button.

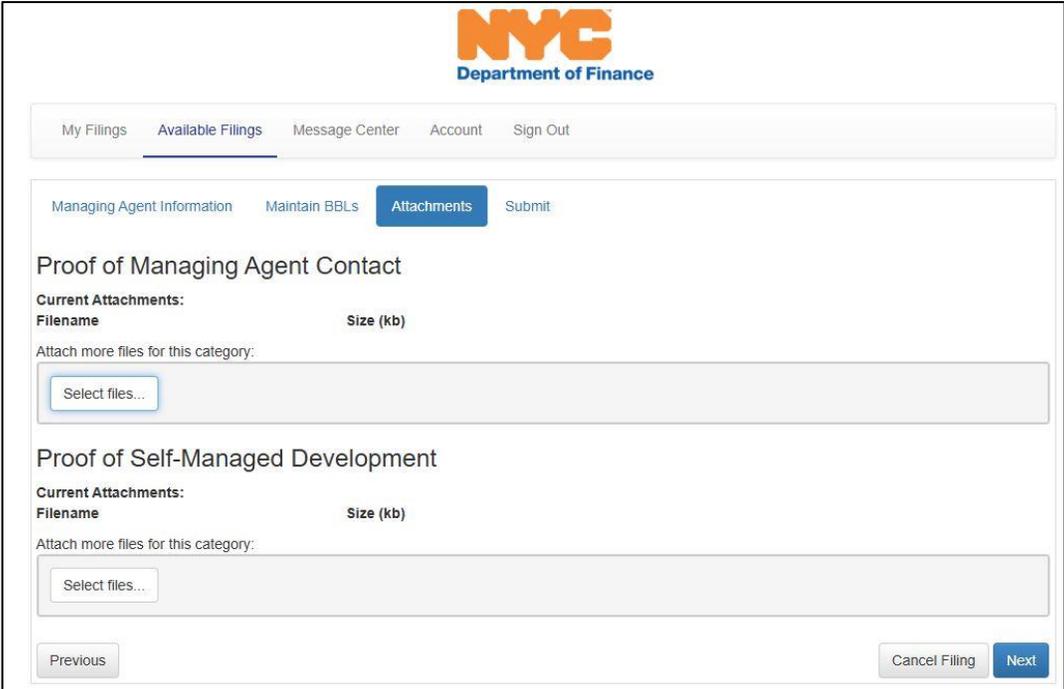
The screenshot shows the NYC Department of Finance 'Maintain BBLs' page. At the top, there is a navigation bar with 'My Filings', 'Available Filings', 'Message Center', 'Account', and 'Sign Out'. Below this, there are tabs for 'Managing Agent Information', 'Maintain BBLs', 'Attachments', and 'Submit'. The 'Maintain BBLs' section has a 'Need Help?' link. Below the header, there are three buttons: 'Add new Condo or Coop' (circled in red), 'Delete', and 'Update total units/shares'. At the bottom, there is a table with columns: '#', 'COOP/CONDO ID', 'BBL #', '1-COOP 2-...', 'PROPERTY ADDRESS', and 'Abatement ...'.

Fill out the information for the condo or co-op. All fields marked with an asterisk are required. You can also click the menu next to the BBL field to see a list of BBLs to choose from. (See below.) Click Next to save your information.

The screenshot shows the NYC Department of Finance 'Maintain BBLs' page with the form fields. The 'COOP/CONDO ID' field has a red asterisk. The 'Property Type' field has a dropdown arrow. The 'BBL' field has a red asterisk and a dropdown menu icon (circled in red). The 'Abatement Flag' field has a red asterisk. The 'Name of Development' field has a red asterisk. The 'Coop/Condo EIN' field is empty. The 'Property Address' field has a red asterisk. The 'Total Number of Buildings in Development' field has a red asterisk. The 'Number of Units in Development' section includes 'Residential' (red asterisk), 'Residential owned by sponsor' (red asterisk), 'Commercial' (red asterisk), and 'Total Units'. At the bottom, there are 'Previous', 'Cancel Filing', and 'Next' (circled in red) buttons.

**Step 6:** When a new building is added, DOF requires proof of management. For a self-managed building, this can be meeting minutes from a board meeting or other relevant documentation. For a managing agent company, you must submit a managing agent contract to DOF.

Submit your proof of management documents under the Attachments tab.



**Step 7:** To remove a co-op or condo that you do not manage, select the development in the list to highlight it, then click Delete.



## B. Condo and co-op change forms

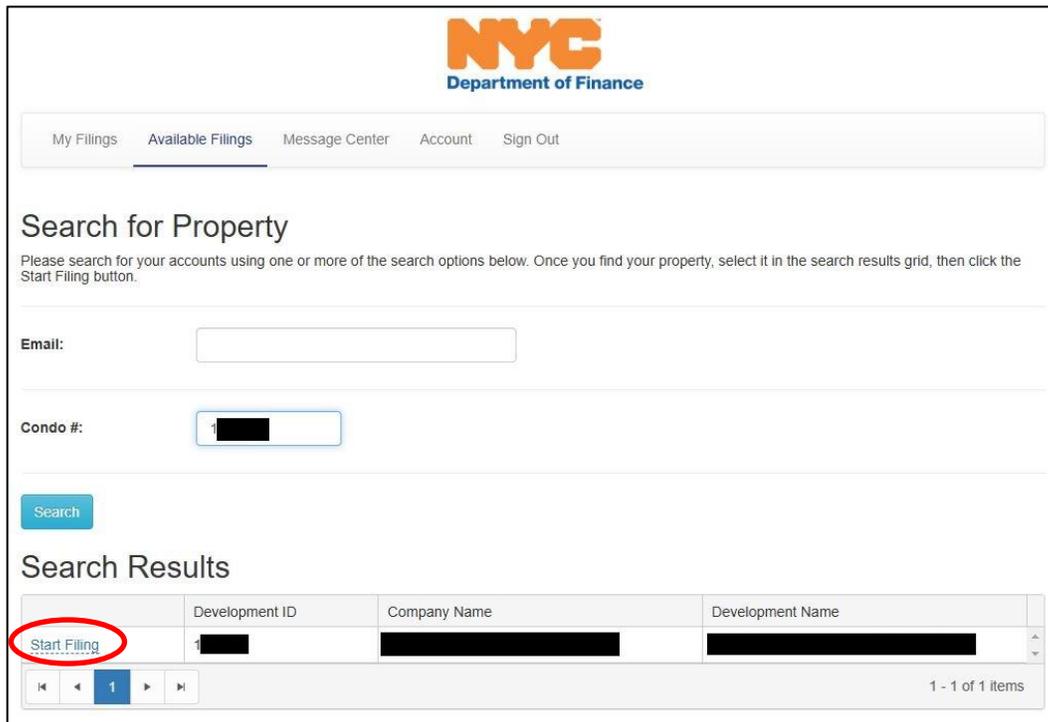
**Step 1:** In the Available Filings tab, click Condo Change Form or Co-op Change Form. Then select Begin Filing.



Search for your property using your email address or condo or co-op number. You can find this number listed in DOF communication, including your Benefit Breakdown Report.

Condo and co-op numbers are both six digits long. The first digit is the borough code (1 - Manhattan, 2 - Bronx, 3 - Brooklyn, 4 - Queens, 5 - Staten Island). Digits two through six are leading zeros, followed by the condo or co-op's street number. For example, if your condo is in Manhattan and its street number is 777, then your condo number is 100777. Similarly, if your co-op is in Brooklyn and its street number is 66, your co-op number is 300066.

Your property will appear under Search Results. Click Start Filing to proceed.



The screenshot shows the NYC Department of Finance website interface. At the top, there is a navigation bar with links for 'My Filings', 'Available Filings', 'Message Center', 'Account', and 'Sign Out'. Below this is a 'Search for Property' section with a search instruction: 'Please search for your accounts using one or more of the search options below. Once you find your property, select it in the search results grid, then click the Start Filing button.' There are two search input fields: 'Email:' and 'Condo #:', both containing redacted information. A blue 'Search' button is located below the input fields. The 'Search Results' section displays a table with one row of results. The table has columns for 'Development ID', 'Company Name', and 'Development Name'. The first cell of the first row contains a 'Start Filing' button, which is circled in red. Below the table is a pagination control showing '1' of 1 items.

	Development ID	Company Name	Development Name
<a href="#">Start Filing</a>	[REDACTED]	[REDACTED]	[REDACTED]

**Step 2:** If you are required to submit a Prevailing Wage Affidavit for your property, you will see the notice below. If you do not see this notice, you are not required to submit a Prevailing Wage Affidavit.

**NYC**  
Department of Finance

My Filings Available Filings Message Center Account Sign Out

PWA and No Change Form Breakdown Report Units Status in System Units Change Form Attachments Submit

## 2025/2026 CONDO Property Tax Abatement Renewal & Change Form

**SECTION A: RENEWAL OPTION** - The following pertains to the entire CONDO development:

No Change Renewal Option - The following pertains to the entire development.

I certify there are no changes\* from the 2024-2025 benefit breakdown to report and that the unit information in the benefit breakdown report is accurate.

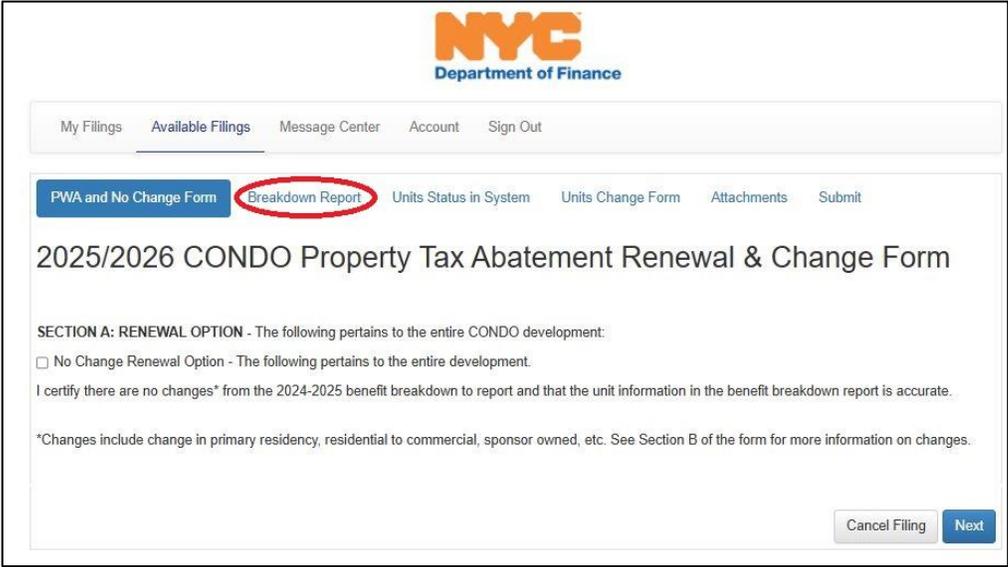
\*Changes include change in primary residency, residential to commercial, sponsor owned, etc. See Section B of the form for more information on changes.

A Prevailing Wage Affidavit (PWA) is required for this development. You will not be allowed to submit your application, unless the PWA is submitted for this filing. For more details about the PWA requirements, please visit: <https://www.nyc.gov/site/finance/property/landlords-coop-condo> page. Select one of the options below that best describes your submission and if necessary attach your document in the "Attachments" main tab, under the Proof of Prevailing Wage category.

- This development is filing a PWA.
- This development is filing a PWA's Opt-Out Form.
- This development is NOT filing a PWA or an Opt-Out Form; this development is otherwise ineligible.

Cancel Filing Next

Click on the Breakdown Report tab and review your property information.



If the information on your Breakdown Report for the entire development is accurate, check the box next to No Change Renewal Option, then select Next.



If the information on the Breakdown Report for the entire development must be changed, leave the no change box unchecked. If a Prevailing Wage Affidavit is required, select one of the options listed.

Click Next.

**Step 3:** Verify the primary residency information under the Units Status in System tab. Click Next.

NYC  
Department of Finance

My Filings Available Filings Message Center Account Sign Out

PWA and No Change Form Breakdown Report **Units Status in System** Units Change Form Attachments Submit

### Unit Status in System

Condo ID: 10-██

Download ▾

Condo ID	BBL	Bldg/Unit	Unit Type	Owner 1	Primary Res
10-██	██	██	R	██	Y
10-██	██	██	R	██	N
10-██	██	██	R	██	Y
10-██	██	██	R	██	Y
10-██	██	██	R	██	Y

1 - 10 of 14 items

Previous Cancel Filing **Next**

**Step 4:** Under the Units Change Form tab, click Update Unit Information to add new information for the identified unit. Click Next.

My Filings Available Filings Message Center Account Sign Out

PWA and No Change Form Breakdown Report Units Status in System **Units Change Form** Attachments Submit

Maintain Units: [Need Help?](#)

Update Unit Information Delete Save Changes

Rec#	Change Type	BBL	UNIT	OWN#	Owner Name
1					

1 - 1 of 1 items

Record #: 1 ✓

Change Type: [dropdown] \*

Condo BBL: [input] \* [menu]

OWN SEQ: [input]

Unit/Apt #: [input]

Unit Type: [dropdown]

Owner Name: [input]

Type of Tax ID: [dropdown] \* Full Tax ID Number: [input]

Primary Residence: [dropdown]

Trusts: [dropdown]

Comments: [text area]

Previous Cancel Filing Next

**Step 5:** Upload the relevant documentation under the Attachments tab. The documents that you are required to submit will be marked with an asterisk. In the example below, there was a request to change primary residency.

My Filings Available Filings Message Center Account Sign Out

PWA and No Change Form Breakdown Report Units Status in System Units Change Form Attachments Submit

**Proof of PWA or Opt-Out Form**  
\* - You must attach at least one document in this category.  
Current Attachments:  
Filename Size (kb)  
Attach more files for this category:  
Select files...

**Trust(s)**  
Current Attachments:  
Filename Size (kb)  
Attach more files for this category:  
Select files...

**Primary Residency**  
NYS ID, non-driver's license ID, Voter's Registration  
\* - You must attach at least one document in this category.  
Current Attachments:  
Filename Size (kb)  
Attach more files for this category:  
Select files...

**Proof of Ownership**  
Deed/RPTT  
Current Attachments:  
Filename Size (kb)  
Attach more files for this category:  
Select files...

Previous Cancel Filing Next

**Step 6:** Click Submit to complete your condo or co-op change form.

NYC Department of Finance

My Filings Available Filings Message Center Account Sign Out

PWA and No Change Form Breakdown Report Units Status in System Units Change Form Attachments Submit

**Legal Notice**  
By clicking submit below, I certify that the statements contained in this application, including any attachments to the application, are true to my knowledge.

Previous Cancel Filing Print Draft Submit