

**Who Can Apply:** Individuals and businesses who owe property taxes.

**How to Apply:** Complete the application and submit it, along with the required documentation listed in section 4, at [www.nyc.gov/ptpaymentplans](http://www.nyc.gov/ptpaymentplans). You can also mail your application and documentation to NYC Department of Finance, 59 Maiden Lane, 19th Floor, New York, NY 10038, or bring it to any DOF business center.

### SECTION 1: APPLICANT INFORMATION

NAME		
COMPANY (IF APPLICABLE)		SSN OR EIN
EMAIL	PHONE	

### SECTION 2: PROPERTY INFORMATION

STREET ADDRESS		BBL
CITY	STATE	ZIPCODE

Your property's borough-block-lot number can be found on the notice you received with this form, or at [www.nyc.gov/bbl](http://www.nyc.gov/bbl).

Homeowners: Is this property your primary residence?      Yes    No

### SECTION 3: CHOOSE A PAYMENT PLAN

You can choose the terms of your payment plan. Please keep in mind the following:

- While your down payment amount can be \$0, this will result in you paying more interest over the life of the agreement.
- A higher down payment will reduce your interest payments.
- The length of your payment plan can be between one and ten years. The longer the plan, the more interest you will have to pay.
- If you previously defaulted on a Department of Finance payment plan, you must make a minimum down payment of 20% of the total amount due. If you have defaulted twice on a DOF payment plan, there is a five-year waiting period before you can apply for another standard payment plan.
- If your default was due to extenuating circumstances, such as a death in the family or a permanent loss of income, you may still be able to enter into a payment agreement by filing an Extenuating Circumstances Payment Plan Reinstatement Request instead. A payment agreement under this option would not require a down payment.

**1. Choose your down payment amount:**    \$ \_\_\_\_\_

We recommend that you make the highest down payment that you can afford. No down payment is required, but if you do opt to make a down payment, it must be at least \$25.

If you have previously defaulted on a Department of Finance payment agreement, your down payment amount must be at least 20% of the total amount you owe. To see how much you owe, search for your property by address or borough-block-lot number at [www.nyc.gov/nycproperty](http://www.nyc.gov/nycproperty).

**2. Choose how often you would prefer to make payments:**

Monthly      Quarterly

All applicants have the option to pay monthly. You have the option of a quarterly property tax payment agreement if you are billed quarterly or semiannually for your property taxes.

**3. Choose the length of your payment agreement (one to 10 years):** \_\_\_\_\_ years

**SECTION 4: REQUIRED DOCUMENTATION**

You must submit the following documents with this application.

**Individuals:** - Driver's license or government-issued photo ID  
- Copy of deed and, if you are not the owner, a power of attorney

**Businesses:** - A driver's license or other government-issued photo ID for the person submitting this application  
- Documentation—such as an operating or partnership agreement, articles of organization, or a certificate of incorporation—showing that you are authorized to enter into a payment agreement on behalf of the business

**SECTION 5: SAVING MONEY ON YOUR TAXES**

You may be eligible for a property tax exemption that would reduce the amount you pay in property taxes and keep your property from being included in the City's annual lien sale. For more information, visit [www.nyc.gov/ownerexemption](http://www.nyc.gov/ownerexemption).

**SECTION 6: PAYMENT PLAN AGREEMENT CERTIFICATION**

By signing and submitting this agreement, I acknowledge the following:

- My payment agreement interest rate will be the legal interest for properties of my tax class as of the date of this application. (For the current interest rates, visit [www.nyc.gov/dofpaymentplan](http://www.nyc.gov/dofpaymentplan).) Interest will accrue on any unpaid amount until the agreement is paid in full.
- In addition to my payment plan, I must continue to make payments on any new property taxes or charges. Failure to make payments for a period of six months will result in the default and cancelation of my payment plan.
- If I default on my payment plan, my property may be eligible for any and all collection actions, including the City's tax lien sales. In addition, I will not be able to enter into another payment agreement on the property for five years.
- When entering a payment agreement for the property to be removed from the lien sale, or for any other purpose, the agreement must cover all outstanding property tax and property related charges.

I certify that all of the information provided in this application is true and correct to the best of my knowledge.

I certify that all information contained in this application is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact contained herein will subject me to the provisions of New York Penal Law § 175.30 related to the making and filing of false instruments and will make this application null and void.

SIGNATURE	DATE
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**PRIVACY ACT NOTIFICATION**

You must provide your Social Security or ITIN number when submitting this form. We are asking for this information to make sure that our records are accurate, and that you have submitted accurate information. Our right to require this information is described in Section 11-102.1 of the Administrative Code.