



**ADMINISTRATIVE REVIEW APPLICATION  
TO CORRECT AN ASSESSMENT OR TAX  
DUE TO A CLERICAL ERROR OR ERROR IN DESCRIPTION**

**Mail To:** New York City Department of Finance Property Division, Administrative Review, 66 John Street. 12 Floor, New York, NY 10038.

**We recommend that you submit this form online at [nyc.gov/finance](http://nyc.gov/finance)** (NYC Taxes -> Forms ->Property Forms -> Assessment Valuation). Online forms are processed quickly and you receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

**Instructions:** Please complete this application and submit it to the address listed above. **Please note:** Corrections will be made only for errors made within six years of the application date. *All documentation supporting your request must be submitted with your application.* For more information, please see the frequently asked questions on the reverse side.

1. Owner Name: \_\_\_\_\_  
FIRST LAST

2. Representative  
(If different than Owner): \_\_\_\_\_  
FIRST LAST

3. Borough, Block and Lot  
Number of Property: \_\_\_\_\_  
BOROUGH: BLOCK: LOT:

4. Property Address: \_\_\_\_\_  
NUMBER AND STREET

5. Name of Contact Person: \_\_\_\_\_  
FIRST LAST

6. Contact Person's  
Mailing Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

7. Contact Person's  
Telephone Number. \_\_\_\_\_  
DAYTIME MOBILE

8. Contact Person's  
Email address: \_\_\_\_\_

9. Please provide the reason(s) you are requesting a correction of the assessment or tax on the above property  
(use additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please list the tax year(s) for which you are requesting a refund or credit of real property taxes.  
**Please note:** Corrections will be made only for errors made within six years of the application date.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## FREQUENTLY ASKED QUESTIONS

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### GENERAL INFORMATION

Use this application to request a correction to a property assessment or real property tax due to a clerical error or an error in description by the Department of Finance.

#### **Who can file an application to correct an assessment or property tax due to a clerical error/error in description?**

Only the owner of the property or other persons who are eligible to file an application with the Tax Commission, as specified in title 21, section 3-02(b) of the Rules of the City of New York, can file an application for correction of an erroneous assessment or tax.

#### **What types of errors are eligible for correction?**

Clerical errors and errors in description as defined in title 19, section 53-02 of the Rules of the City of New York are eligible for correction. Visit [nyc.gov/finance](http://nyc.gov/finance) for more information.

#### **How far back will errors be corrected?**

The Department of Finance will only correct eligible errors that occurred within six years of the date of submission of an Administrative Review application.

#### **What's the application deadline?**

Applications will be accepted and reviewed on an ongoing basis.

#### **Where can I get assistance?**

If you need help or have questions, please call 311 or visit [nyc.gov/finance](http://nyc.gov/finance).