




## INFORMATION FOR TAX EXEMPTION OF FILING FEES REFERENCE GUIDLINES

The New York City Department of Education is exempt from fees for filing for work/construction and related permits with other City Agencies. Below, with screen shots and step by step links and how to's are the procedures necessary to claim the exemption at the time of filing.

The New York City Department of Buildings requires proof of all **Tax Exemptions**.

### I. Locating the Block and Lot Numbers for a Building (DOB)

1. The first step will require you to obtain the Block and Lot numbers from the New York City Department Buildings website at <http://www.nyc.gov/html/dob>".
2. Click on the Internet Explorer  icon on the desk top
3. Type <http://www.nyc.gov/html/dob> in the web address browser field (Fig. 1)

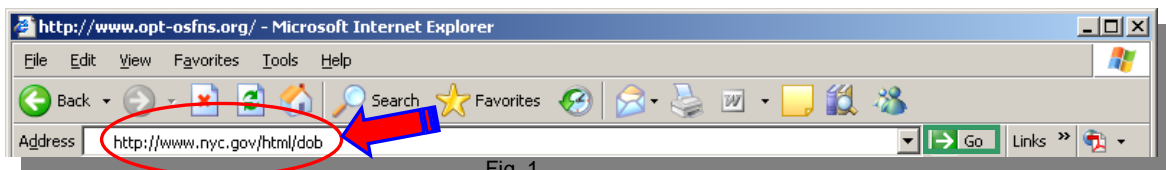


Fig. 1

4. Click on the green "arrow /Go" to display the NYC Buildings' home page below (Fig. 2).

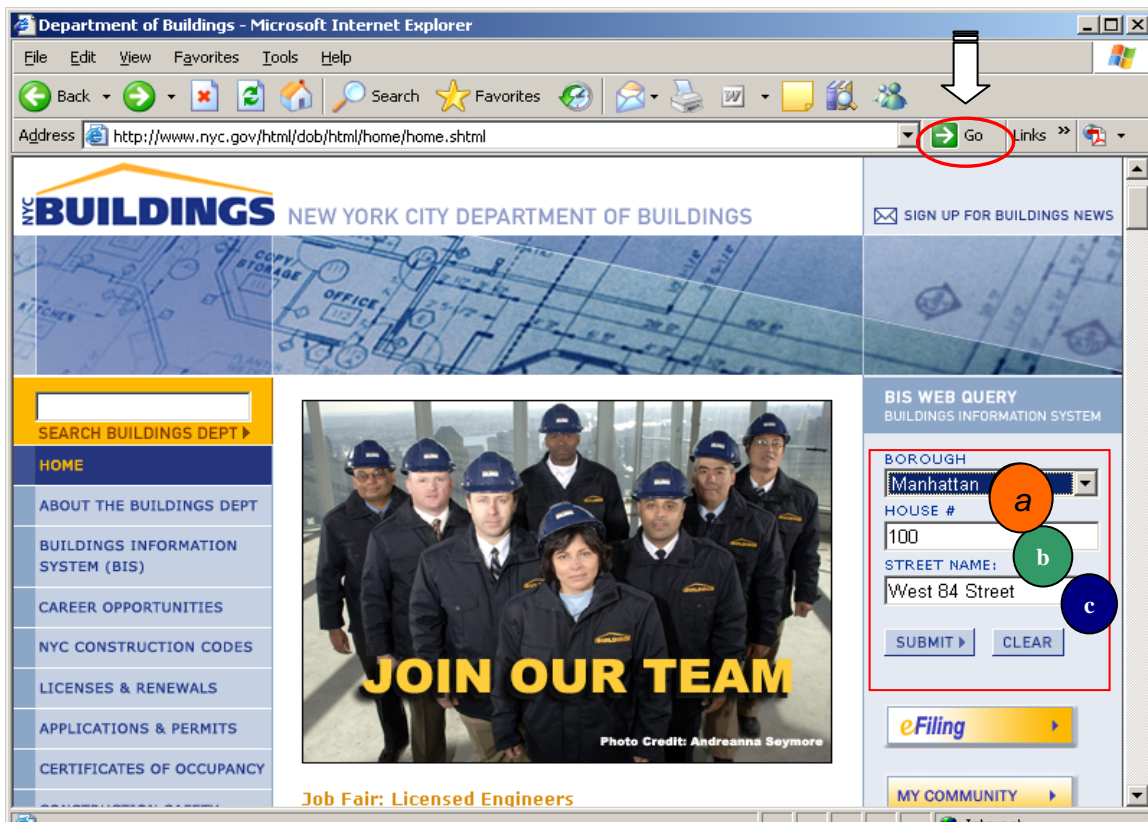


Fig. 2



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5. On the right hand side of the screen, **a)** select the borough, **b)** type in the house number, **c)** type in the street name. Click the **SUBMIT** button (Fig. 2) to view property profile overview detail (Fig. 3).

*Property Profile Overview screen displayed (Fig. 3).*

Property Profile Overview - Microsoft Internet Explorer

Address: http://a810-bisweb.nyc.gov/bisweb/PropertyProfileOverviewServlet?boro=1&house=100&street=West+84+

BIS Menu | Bldg Info Search | Property Profile | Back      FAQs | Glossary      Jun 18, 2008

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NYC Department of Buildings  
Property Profile Overview

100 WEST 84 STREET		MANHATTAN 10024	BIN# 1032119
COLUMBUS AVENUE	480 - 496	Health Area	: 3500
WEST 83 STREET	101 - 125	Census Tract	: 169
WEST 84 STREET	100 - 130	Community Board	: 107
		Buildings on Lot	: 1
		Tax Block	: 1214
		Tax Lot	: 29
		Condo	: NO
		Vacant	: NO

[View DCP Addresses...](#)    [Browse Block](#)      [View Certificates of Occupancy](#)

Cross Street(s): COLUMBUS AVENUE, AMSTERDAM AVENUE  
 DOB Special Place Name: P.S. 9  
 DOB Building Remarks:  
 Landmark Status:  
 Local Law: NO      Special Status: N/A  
 SRO Restricted: NO      Loft Law: NO  
 UB Restricted: NO      TA Restricted: NO

Fig. 3

6. You will find the **Block** and **Lot Numbers** on the upper right hand side of the screen (Fig. 3). Make a note of those numbers; you will need them for the next step.



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## II. Property History and Value (DOF)

1. The second step will require you to log on to the New York City Department of Finance’s website at <http://www.nyc.gov/dof>.
2. Type <http://www.nyc.gov/dof> in the web address browser field (Fig. 4) to access the NYC Department of Finance’s home page.

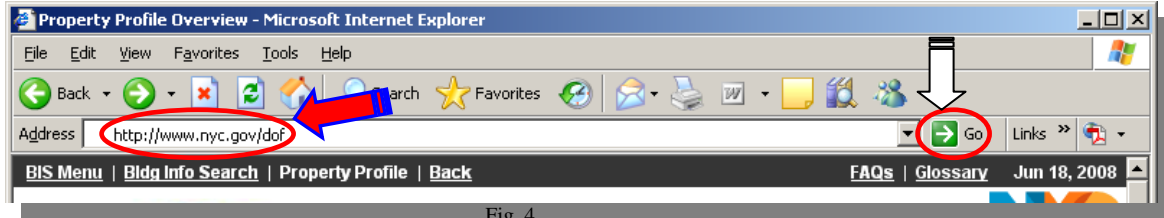


Fig. 4

3. Click on the green “Arrow /Go” to display the NYC Department of Finance home page.

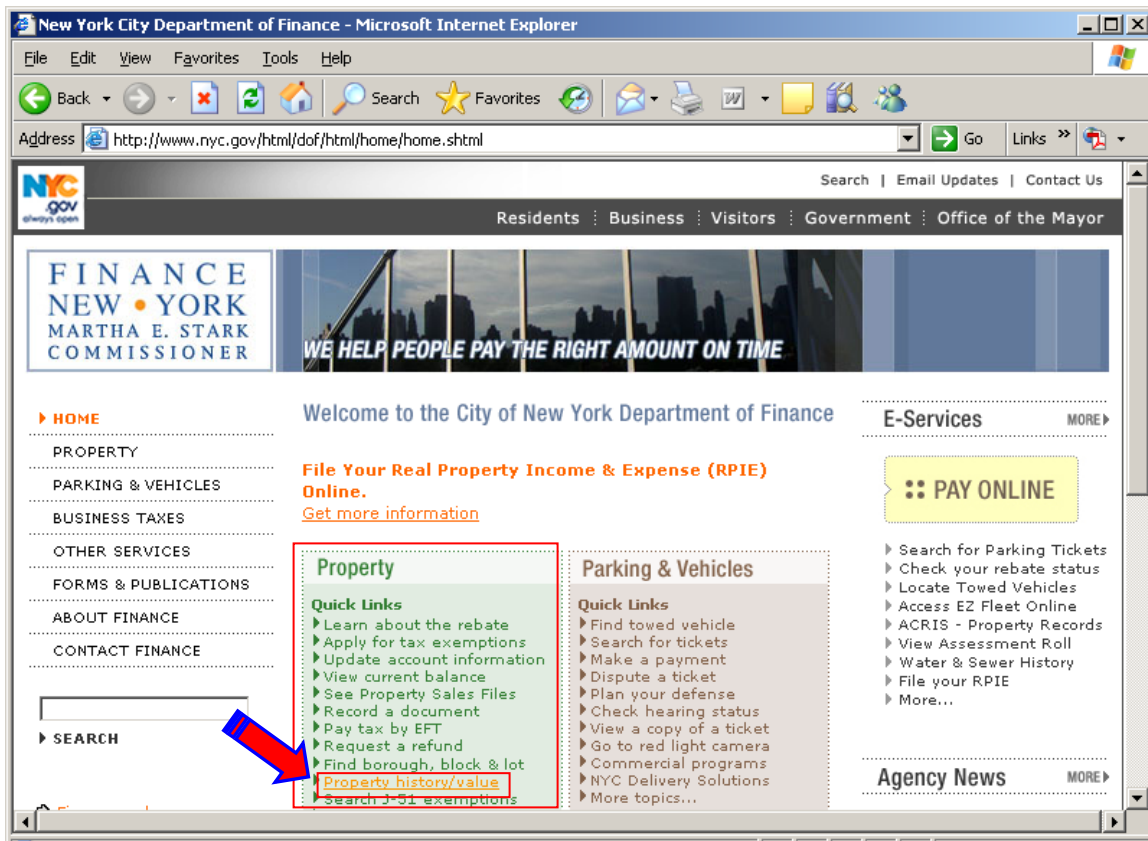


Fig. 5

4. You will see the “Property” menu, click on the “Property history/value” link (Fig. 5).



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- Then select **a)** borough, **b)** enter the block, and **c)** enter the lot numbers. Click the **View** button to view property information (Fig. 6).

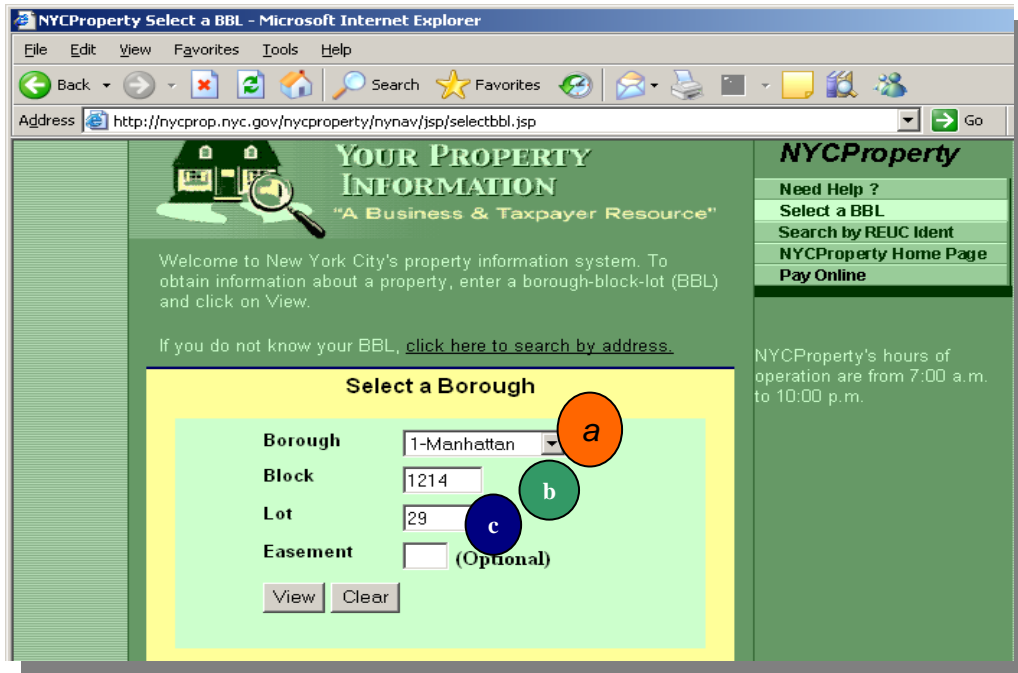


Fig. 6

- You will see the **"Statements List for Parcel"** window, click on **Account History** (Fig. 7).

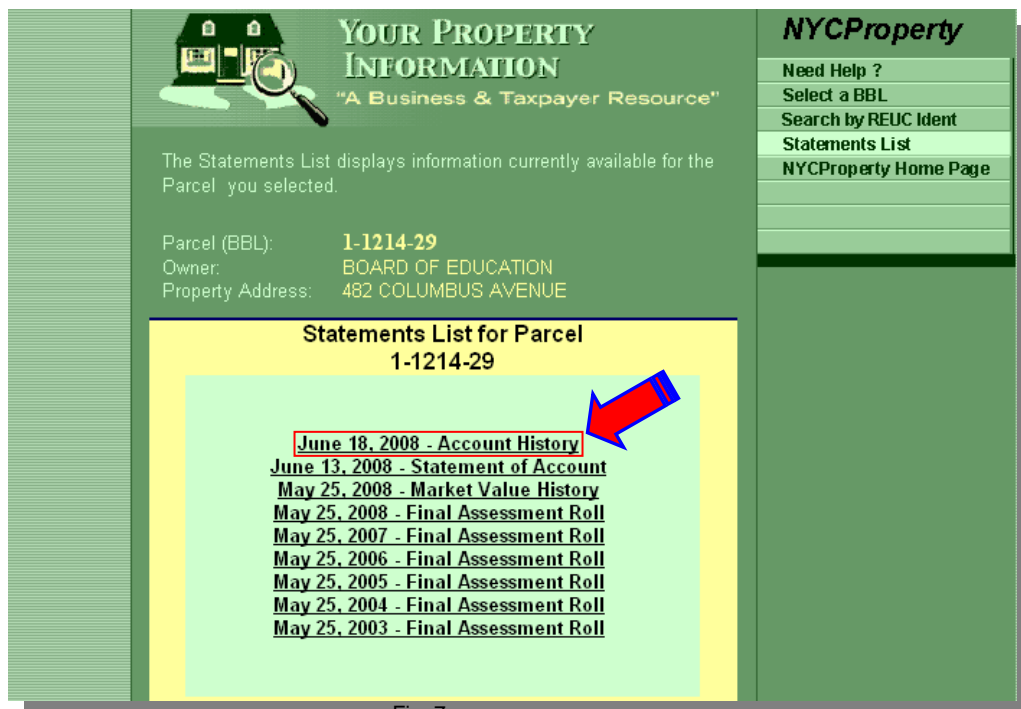


Fig. 7



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Account History screen displayed (Fig. 8).

**Note:** The **Exemption** status is shown in the lower, right-hand side of the screen

The screenshot shows a web browser window displaying the NYCProperty Account History Report. The page includes navigation links, a profile section with property details, and a table of account history. A red box highlights the 'Exemption' status as 'Y', with a red arrow pointing to it from the label 'Tax Exemption Status'.

**NYCProperty** Statements List Select a B-B-L NYC.GOV Home DEP Home DOF Home NYCProperty Home  
The Official New York City Web Site

**Account History | City of New York** (Clicking on a link below will open a new window)  
[DISCLAIMER](#) [Information Explanation](#)

**Profile**

Report Date: 06/18/2008  
Borough: MANHATTAN  
Block: 1214  
Lot: 29  
Property Address: 482 COLUMBUS AVENUE

Payments Thru:  
Building Class: W1 [Codes](#)  
Tax Class: 4  
In Rem: N  
**Exemption: Y**  
Unused SCRIE credit: .00

**Tax Exemption Status**

[Click here for a more detailed explanation of the items below.](#)

Account Type	Account ID	Period Begin Date	Due Date	Period End Date	Interest Begin Date	Period Balance	Assessed Value
PROP		07/01/1995	07/01/1995	12/31/1995	07/01/1995	.00	0
PROP		01/01/1996	01/01/1996	06/30/1996	01/01/1996	.00	0
PROP		07/01/2006	07/01/2006	09/30/2006	07/01/2006	.00	0
PROP		10/01/2006	10/01/2006	12/31/2006	10/01/2006	.00	0
PROP		01/01/2007	01/01/2007	03/31/2007	01/01/2007	.00	0
PROP		04/01/2007	04/01/2007	06/30/2007	04/01/2007	.00	0
PROP		07/01/2007	07/01/2007	09/30/2007	07/01/2007	.00	0
PROP		10/01/2007	10/01/2007	12/31/2007	10/01/2007	.00	0
PROP		01/01/2008	01/01/2008	03/31/2008	01/01/2008	.00	0
PROP		04/01/2008	04/01/2008	06/30/2008	04/01/2008	.00	0
PROP		07/01/2008	07/01/2008	09/30/2008	07/01/2008	.00	0
PROP		10/01/2008	10/01/2008	12/31/2008	10/01/2008	.00	0
PROP		01/01/2009	01/01/2009	03/31/2009	01/01/2009	.00	0
PROP		04/01/2009	04/01/2009	06/30/2009	04/01/2009	.00	0
SDWK		06/28/1988	06/28/1988	06/28/1988	06/28/1988	.00	0
SDWK		01/29/1996	02/28/1996	01/29/1996	02/28/1996	.00	0
SDWK		06/26/1996	06/28/1996	06/26/1996	06/28/1996	.00	0

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This account history statement is for information purposes only.

Fig. 8



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### III. Printing the Account History Screen (Fig. 8, Page 5)

Print out the Account History screen by:

1. Clicking on print  icon on the tool bar (Fig. 9).

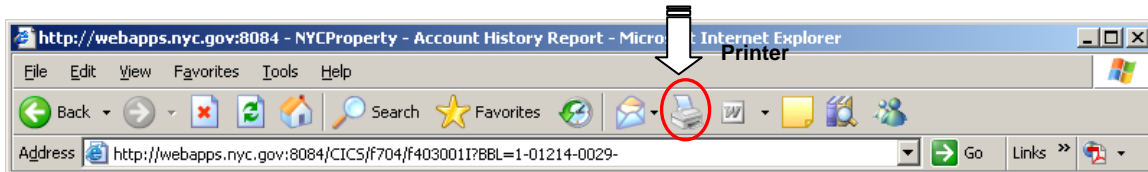


Fig. 9

2. Attach the **Alteration Repair Application (ARA)** and submit it to the New York City Department Buildings.

**Note: This procedure can be used for all filings except BEC.**