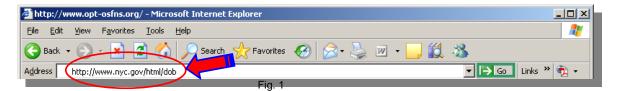
## INFORMATION FOR TAX EXEMPTION OF FILING FEES REFERENCE GUIDLINES

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.

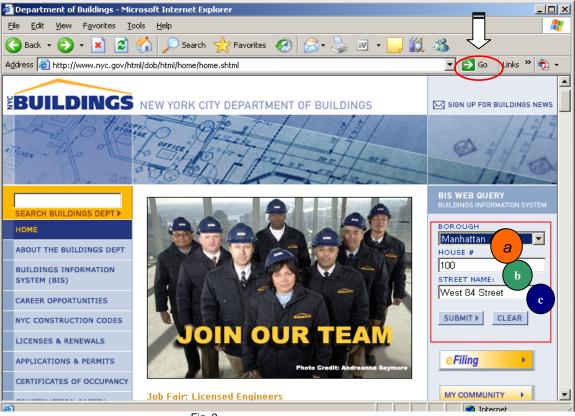
The New York City Department of Buildings requires proof of all **Tax Exemptions**.

## 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 <a href="http://www.nyc.gov/html/dob">http://www.nyc.gov/html/dob</a>".
- 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)



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







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).

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View DCP Addresses E	Browse Block			V	iew Certificat		pancy
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DOB Special Place Name:	P.S. 9	·					
DOB Building Remarks:							
Landmark Status:		Special Status:		N/A			
Local Law:	NO	Loft Law:		NO			
SRO Restricted:	NO	TA Restricted:		NO			
UB Restricted:	NO						
							L L

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.



## 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 <a href="http://www.nyc.gov/dof">http://www.nyc.gov/dof</a>.
- 2. Type <u>http://www.nyc.gov/dof</u> in the web address browser field (Fig. 4) to access the NYC Department of Finance's home page.

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

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PARKING & VEHICLES BUSINESS TAXES OTHER SERVICES FORMS & PUBLICATIONS ABOUT FINANCE	Online. Get more information Property Quick Links	Parking & Vehicles Quick Links	<ul> <li>&gt; Search for Parking Tickets</li> <li>&gt; Check your rebate status</li> <li>&gt; Locate Towed Vehicles</li> <li>&gt; Access EZ Fleet Online</li> </ul>

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



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

🚰 NYCProperty Select a BBL - Microsoft Internet Explorer						
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YOUR PROPERTY INFORMATION "A Business & Taxpayer Resource" Welcome to New York City's property information system. To obtain information about a property, enter a borough-block-lot (BBL) and click on View.	NYCProperty Need Help ? Select a BBL Search by REUC Ident NYCProperty Home Page Pay Online					
If you do not know your BBL, click here to search by address.	NYCProperty's hours of operation are from 7:00 a.m. to 10:00 p.m.					

Fig. 6

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

The Statements List Parcel you selected Parcel (BBL):	Your Property INFORMATION "A Business & Taxpayer Resource" displays information currently available for the 1-1214-29	NYCProperty Need Help ? Select a BBL Search by REUC Ident Statements List NYCProperty Home Page
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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

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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).

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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.