



New York State Land Title Association, Inc.
Tradition. Excellence. Knowledge and Vision

New York State Land Title Association Land Records Committee Update

A message from Committee Chairman Thomas Tafuri:

To all members

The New York City Department of Finance has implemented a new form for filing an amendment to a Declaration of Condominium. The form, entitled "Application for Filing an Amendment to Condominium (RP-602CA)" and requirements and instructions on how to complete the form are attached hereto.

[CLICK HERE TO DOWNLOAD](#)

The Association suggests that you forward this e-mail to your clients (attorneys and architects/engineers) that specialize in this field of practice.

Here is the text of the announcement from the New York City Register's Office:

Starting September 17, 2012, there is a new form you must use to file an amendment to a Condominium Declaration.

This form is called the Application for Filing an Amendment to Condominium Declaration. You must use it for all amendments to Condominium Declarations.

Bring your form, including the amended Condominium Declaration, to:
Manhattan City Register's Office
Tax Map Unit,
66 John Street, 13th floor
New York, N.Y. 10038.

Once we receive your amendment form, we will assign a new amended condo number and new lots, if applicable.

Need help?

Visit us at www.nyc.gov for more information, including requirements and instructions on how to complete the Application for Filing an Amendment to Condominium Declaration.

Visit us in person at the Manhattan City Register's office at 66 John Street, 13th Floor, N.Y. N.Y. 10038.

New York State Land Title Association, Inc. is the statewide voice of the Title Insurance Industry.

Formed in 1921, NYSLTA offers membership to title insurance companies licensed in New York State, abstract companies, title insurance agents, law firms, individual attorneys, surveyors, and others actively engaged in real estate.

New York State Land Title Association
Bob Treuber, Executive Director
212-964-3701

[Forward this email](#)



APPLICATION FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION

SECTION A: PROPERTY INFORMATION

Borough: _____ Block: _____ Present Lot(s): _____

1. Number of lot(s) requested: _____

2a. Name of Condominium: _____ 2b. Condominium #: _____

3a. Property Address: _____
NUMBER AND STREET CITY STATE ZIP CODE

3b. Additional address: _____
NUMBER AND STREET CITY STATE ZIP CODE

4. New Lot Usage: Residential Commercial Mixed Commercial/Residential

5. Recorded CRFN# of the Declaration: _____

6. How many amendments has been filed for this condo? Please **DO NOT** include this filing in your count. _____

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

New Lot(s) #: _____ Dropped Lot(s) #: _____

SECTION B: APPLICANT INFORMATION

1. Name of Applicant: _____ 2. Email: _____

Mailing
2. Address: _____
NUMBER AND STREET CITY STATE ZIP CODE

3. Contact Name _____ Telephone Number: _____

4. Interest in Property: Board of Managers Authorized Representative

SECTION C: CERTIFICATION

The applicant hereby certifies that, with respect to this application for an amendment to the Condominium Floor Plans, it has been authorized to submit this application either by the Board of Managers of the Condominium or pursuant to authority granted to the applicant under the Condominium Declaration

Signature of Applicant: _____ Date: ____/____/____

SECTION D: REASON FOR FILING AN AMENDMENT

Check all that may apply:

Modify Common Elements Modify Floor Plans Other. _____

DRAW SKETCH TO SCALE 1" = 50', IF POSSIBLE INDICATE NORTH ARROW

(Architect or Engineer's seal)

Customer Service Representative: _____ Date: ____/____/____ Tax Map Unit Staff: _____ Date: ____/____/____

DOCUMENTS REQUIRED FOR FILING AN AMENDMENT TO A CONDOMINIUM DECLARATION

INSTRUCTIONS: Please complete this application and submit only in person to: Department of Finance, Division of Land Records, 13th Floor, 66 John Street, New York 10038. Please read the instructions for further details before completing this form. Print clearly.

SUBMISSIONS ARE ONLY RECEIVED AT THE MANHATTAN CITY REGISTER'S OFFICE

STEPS ONE- REQUEST LOT ASSIGNMENT (IF REQUIRED)

Submit your completed and signed application for Amendment to Condominium Declaration (RP-602CA) along with payment. Upon your initial filing of this application, the Tax Map Unit will assign an Amended Condominium Declaration number to lot(s) as needed.

STEP TWO- SUBMIT COMPLETED AMENDMENT APPLICATION PACKAGE

1. Completed and signed Amendment Application (RP602CA)
2. Two copies of the proposed floor plans with the architect's professional seal and signature. Floor plans must be notarized.
3. Copy of recorded floor plans.
4. Copy of recorded condominium declaration.
5. Department of Building approval (PW 1) if required.

THE TAX MAP UNIT WILL APPROVE YOUR PACKAGE QUICKLY AND EFFICIENTLY IF YOU HAVE:

1. Paid your filing fees (\$73/lot)
2. No outstanding real estate taxes, charges, or liens.
3. Correct and consistent information on all of your documents, for example:
 - Condominium's name and address is the same on all documents.
 - Block and lot numbers listed on schedule B must be the same as the numbers assigned by customer service representative.
 - Unit designations are the same on all documents
 - Floor plans must match unit descriptions in the amended declaration.
4. The common interest percentages for all units equal 100%, rounded to four decimal points.
5. Department of Building approval (PW1) If required

UPON RECEIPT OF YOUR COMPLETED AMENDED CONDOMINIUM DECLARATION PACKAGE, FINANCE WILL VERIFY:

1. The package contains the documents listed above.
2. There are no open real estate taxes or other agency charges
3. Department of Buildings approval (PW1) If required

RETURN COMPLETED AMENDMENT APPLICATION AND PACKAGE TO:

Manhattan City Register
NYC Department of Finance
Division of Land Records
66 John Street, 13th Floor
New York, NY 10038