

Signature. The signature section is at the bottom of the second page. The Tax Commission is requiring that all forms be notarized. The applicant should

MANCUSO ESQ.

Tax Commission Application Instructions TC109 Unit Owner Page 2

sign before a notary. Therefore, the dates that the signer and notary sign the form should match. Please make sure that the signer's name and title is accurate.

SIGNATURE AND OATH	
This application must be signed by an individual having personal knowledge of the facts who is the Applicant, a fiduciary, an agent, or an officer of a corporation, a general partner of a partnership or a member of an LLC, which legal entity either is the Applicant, or a general partner or member or manager of the Applicant. See instructions. NOTE: For an attorney, employee, property manager or other agent for the Applicant, a notary may be required. If required and not attached to this application, it will be dismissed. See Form TC244 and a notarized power of attorney must be attached.	
Signer is (check one of):	
i. <input type="checkbox"/> The Applicant named in Part 2.	ii. <input type="checkbox"/> Officer of corporate Applicant, or Board of Managers, named in Part 2.
iii. <input type="checkbox"/> General partner of partnership Applicant named in Part 2.	iv. <input type="checkbox"/> Member or manager of, or individual officer of LLC Applicant named in Part 2.
v. <input type="checkbox"/> An attorney, employee, property manager or other agent for the Applicant named in Part 2. TC244 and a notarized power of attorney must be attached.	
vi. <input type="checkbox"/> Fiduciary. Specify fiduciary's relationship to Applicant: _____ Form TC200 may be required. See TC200INS (instructions).	
If signing as fiduciary for a corporation, partnership or LLC, enter name of entity: _____	
vii. <input type="checkbox"/> An officer, general partner, or member or manager of an entity that is the general partner, member or manager of the Applicant.	
Enter name of entity, relationship to Applicant and signer's title: Name of entity _____	
Relationship to Applicant _____ Signer's Title _____	
I am signing this application and all relevant instructions, attachments, and I certify that the information being relied upon is true and correct to the best of my knowledge and belief. I am responsible for the accuracy of my knowledge and belief. If I knowingly make a false statement, I am subject to the provisions of the penal law relevant to the making and filing of false statements.	
PRINT CLEARLY NAME OF PERSON SIGNING:	
Signed: X _____ Date _____	
County _____ State _____ Date _____	
Sworn to before me (signature of notary): X _____	NOTARY STAMP

Section 2. Review the information in section 2B. Please contact us if there are inaccuracies.

2. APPLICANT - Complete Section A for application filed by board of managers or Section B for all other applicants. An agent cannot be the applicant in Section B.
A. <input type="checkbox"/> Board of Managers designated as agent for owners of covered lots for purposes of contesting the assessment. Type of designation: <input type="checkbox"/> A by-law <input type="checkbox"/> Individual authorizations. ◆ If designated by individual authorizations, does the board hold a valid, signed authorization for each owner of covered lots? _____ (Y/N) ◆ Have any unit owners requested that the board not file for their units? _____ (Y/N) If yes, how many?
B. Name of Applicant: _____ Relation to Units: <u>Check only one:</u> <input type="checkbox"/> Owner of one or more units <input type="checkbox"/> Cooperative apartment corp. (file TC203) <input type="checkbox"/> Other: _____ ◆ Describe location of unit(s) in building (floor(s)): _____ ◆ List any owner occupied units: _____ ◆ Describe use(s) of units (e.g. residential, office, retail): _____ ◆ Approximate floor area of commercial space _____ sq. ft. of which ground fl. _____ sq. ft., basement _____ sq. ft. ◆ If any of the units are rented or offered for rent, file TC201, 203, 208 or 214 as appropriate, or, if filing only for one or two residential units, list gross rent received in 2021 \$ _____ and attach copies of leases or other documentation. See TC109INS Supplemental. FOR SECTION B APPLICANTS: IF YOU ARE MAKING A CLAIM SPECIFIC TO ONE OR TWO RESIDENTIAL UNITS AND UNRELATED TO THE VALUE OF THE CONDO AS A WHOLE, YOU MUST COMPLETE PART 7. SEE INSTRUCTIONS.

Sections 7 and 8. If this application is for one or two residential units, review section 7 Contact us with any changes. Section 8 should already be complete. Review.