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Commercial Rent Roll Spreadsheet Filing Information

The New York City Department of Finance requires owners of income-producing properties with an actual assessed value of \$750,000 or more to submit the current rent roll information as part of their annual Real Property Income and Expense (RPIE) filing. Owners or their representatives must submit the rent roll by filling out the Commercial Rent Roll and/or Residential sections of the electronic RPIE form. The online form accepts information for up to 500 commercial tenants. Owners of properties with 50 or more commercial tenants may use the Commercial Rent Roll Submission spreadsheet template to submit the information. All rent roll information for properties with fewer than 50 tenants and for residential leases must be submitted online using the RPIE form.

Note: Rent Roll Spreadsheet must be submitted by August 25, 2010

Here's how you can submit the data to Finance if you use the spreadsheet template:

Step 1: Start an [RPIE filing online](#).

- Enter the Borough, Block and Lot (BBL) number
- Click appropriate filing box and enter password
- On owner information page, click the *Commercial Rent Roll* button
- In the Commercial Rent Roll form, select "Submit commercial rent roll separately".
- Please note your password. You will need to enter this information in the spreadsheet template. **DO NOT submit the RPIE until the Spreadsheet is completed.**

Step 2: Refer to the document "[How to Use the 2009 RPIE](#)"



By Credit / Debit / E-Check

- ▶ Parking Tickets
- ▶ Property Taxes
- ▶ Red Light Camera Violations
- ▶ Business Collection Notices
- ▶ Water Charges
- ▶ Environmental Control Board (ECB) Violations
- ▶ Health (DoH) Violations
- ▶ Consumer Affairs (DCA) Violations

[Fee Schedule](#)

By Electronic Funds Transfer

- ▶ Business Taxes
- ▶ Property Taxes
- ▶ Stipulated Fine Program Payments

[Fee Schedule](#)

Important dates in July

7/26 - Utility Tax Due

7/26 - E-911 Surcharge Due

[More](#)

[Commercial Rent Roll Spreadsheet](#) " for important procedures on completing the spreadsheet.

-  [How to Use the 2009 RPIE Commercial Rent Roll Spreadsheet](#)

Step 3: Download the spreadsheet below. Please use a separate spreadsheet for each parcel. Use the same RPIE password in Step 1 for the *Header* section. Refer to the document "[RPIE Commercial Rent Roll Spreadsheet Specifications](#)" for important information on completing the spreadsheet.

-  [Download Spreadsheet](#)
-  [RPIE Commercial Rent Roll Spreadsheet Specifications](#)

Step 4: Click 'Save' on the spreadsheet. A macro will prompt you to validate the data; please click 'Yes'. When validation is completed, accept option to generate a file in the required format (tab delimited). The output file is now saved in the format that can be submitted. You may also save the file to a CD or flash drive.

Step 5: Send the tab delimited file to the NYC Department of Finance. There are two ways to send the file*:

By Email

- Please send the data file as an email attachment to rpierentroll@finance.nyc.gov or;

By Postal Mail

- Mail the CD or flash drive via registered mail to:

NYC Department of Finance
Property Division-RPIE Unit
66 John Street, 12th Floor
New York NY 10038.

*If you email the spreadsheet please don't forget to put the associated Borough, Block and Lot number in the subject line! If you mail it via cd or flash drive don't forget to label or enclose the associated Borough, Block and Lot number.

Finance will notify the filer by email within 48 hours whether the data has been received and processed.

Please note that submissions in any format other than the required tab delimited file generated by the validation process will NOT be accepted as compliance.

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 [EMPLOYEE LOGIN](#)



Adobe Acrobat Reader
required to view PDFs

Step 6: Log back on to complete and submit your [RPIE filing online](#).

Support

For help with completing and filing the Commercial Rent Roll Spreadsheet, [contact Finance](#).