



NYS DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

NOTICE TO TAX LEVYING BODY OF TRANSFER OF
EXEMPT REAL PROPERTY (RPTL, SECTION 520) OR
OMITTED TAXABLE PROPERTY (RPTL, SECTION 551)
(Instructions on reverse side)

TO: _____

DATE _____

FOR ASSESSOR'S USE

1. Parcel Id No. _____ 2. _____
Name of Owner

Address

3. Assessment added to: _____ Tentative roll (RPTL, Sec. 551) _____ Final roll (RPTL, Sec. 553)

4. Classification of parcel: _____ a. Omitted from previous assessment roll (RPTL, Sec. 551)
_____ b. Transferred, formerly exempt property (RPTL, Sec. 520)

If "b" identify _____ Former Owner _____ Former Exemption
_____ Date of Transfer

5. Notice of Assessed Value and Right to Review sent on: _____

6. Fiscal year(s), or portion thereof, for which parcel was added to the current assessment roll: _____

7. Assessed value of property subject to taxation: _____

Date

Signature of Assessor/Chairman Board of Assessors

FOR TAX LEVYING BODY'S USE

Computation of Tax

Table with 4 columns: TAX PURPOSES, RATE/M x ASSESSED VALUE=TAX, FRACTION OF FISCAL YEAR SUBJECT TO TAX, TAX AFTER PRO RATING. Includes rows for 'FOR BOTH RPTL, SECTIONS 520, 551 USE' and 'FOR RPTL, SECTION 520 ONLY'.

TOTAL TAX _____

Date _____

INSTRUCTIONS

Form RP-520-551 may be used to report the addition of transferred property formerly exempt from taxation (RPTL, Section 520) or omitted property (RPTL, Section 551) to the appropriate tax levying body. The tax levying body should be identified at the top of the form.

The following information about the property should be provided.

- Item 1. Identification of the parcel as it appears on the tentative or final assessment roll.
- Item 2. The name and mailing address of the current owner.
- Item 3. Whether the parcel has been initially added to the tentative or final assessment roll.
- Item 4. Whether the parcel was omitted from the preceding year's assessment roll or was exempt from taxation before transfer. If the parcel was formerly exempt, provide the name of the former owner, the nature of the exemption and the date of transfer.
- Item 5. The date on which the Notice of Assessed Value and Right to Review was sent to the current property owner.
- Item 6. The fiscal year(s), or portions thereof, for which the parcel was added to the current assessment roll.
- Item 7. The assessed value of the parcel for the current or preceding year subject to taxation on the current year(s) roll.

The chart provided may be used by the tax levying body to compute the total tax liability for an omitted parcel or the pro rated liability for a formerly exempted parcel.