



**NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES**

**APPLICATION FOR CERTIFICATION OR RECERTIFICATION AS AN APPROVED  
ASSESSING UNIT**

SWIS CODE: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

Submitted By: Name, Title: _____  Address: _____  Telephone: _____
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Name, Title of Chief Executive Officer: _____  Address: _____  Telephone: _____
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I, \_\_\_\_\_ having been authorized by the local governing body of \_\_\_\_\_ do hereby make application for certification or recertification as an Approved Assessing Unit pursuant to Subdivision 2, Section 1902 of the Real Property Tax Law. The date of filing of the tentative assessment roll on which the revaluation/update assessments are to be entered is \_\_\_\_\_ 20\_\_\_\_. The uniform percentage of value at which all real property will be assessed on that tentative assessment roll is \_\_\_\_\_%. Section 1903 of the Real Property Tax Law has never been used by the assessing unit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS**

This application may only be filed by a municipality, which has the power to assess real property, no later than 120 days prior to the filing of the tentative assessment roll on which the revaluation/update assessments will be entered. A county not having such power cannot make application on behalf of its cities, towns or villages.

Notice of certification or denial thereof will be transmitted to the chief executive officer of the applicant municipality no later than 30 days prior to the filing of the above mentioned tentative assessment roll.

Submit this application to:

**YOUR REGIONAL  
OFFICE OF REAL PROPERTY TAX SERVICES**