



New York State Department of Taxation & Finance
Office of Real Property Tax Services

CREATION TRANSFER TERMINATION

MII or TSO Name:

REAL PROPERTY TAX ESCROW ACCOUNT

MUNICIPALITY NAME:

REPORT DATE: _____

REPORT NO. PAGE(S) _____

PARCEL IDENTIFICATION: _____
NAME: _____

EFFECTIVE DATE: _____

PROPERTY ADDRESS: _____

TSO NO. _____

BANK NAME: _____

LOAN NO. _____

BANK ADDRESS: _____

PARCEL IDENTIFICATION: _____
NAME: _____

EFFECTIVE DATE: _____

PROPERTY ADDRESS: _____

TSO NO. _____

BANK NAME: _____

LOAN NO. _____

BANK ADDRESS: _____

PARCEL IDENTIFICATION: _____
NAME: _____

EFFECTIVE DATE: _____

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BANK NAME: _____

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Instructions for Form RP-953-ATT: List of Affected Properties

Under New York State law, whenever there has been a change in the status of a real property tax escrow account (in other words, whenever a new escrow account is created, or an existing account is transferred or terminated), the financial institution or its agent must notify the local taxing authorities promptly, so that the tax billing records may be updated (see, Real Property Tax Law, §953(9)). The **RP-953** is the form that has been prescribed for this purpose.

As the Instructions for the RP-953 indicate, each RP-953 must be accompanied by an attached list, identifying the properties to which the RP-953 applies. The list, which must be computer-generated or typewritten, must show **clearly** for **each property**:

- The **tax map identification number**. *Note: This must be the **first** item displayed in each entry.*
- The **owner's name**.
- The **property location**. *Note: This is not necessarily the same as the mailing address.*
- The **effective date** of each status change, if not shown on the face of the RP-953 itself.

This list does not need to be on a particular form, but a suggested form for this purpose is available from the Office of Real Property Tax Services. That form is designated the **RP-953-ATT**. Users of this form should note that the "Parcel Identification" field is where the Tax Map Identification Number should be entered, and that the "Name" field is where the name(s) of the property owner(s) should be entered. The other fields are self explanatory.

For further information, contact the appropriate County Director of Real Property Tax Services.