



## REAL PROPERTY TAX SERVICE AGENCY

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**Steven M. Neuhaus**  
*County Executive*

### CONDOMINIUMS - Developers must provide to the Real Property Tax Services Department

1. Map to be filed must show:
  - a. Metes and Bounds with closure of perimeter of common area
  - b. Acreage
  - c. Buildings – must be tied down, show dimensions, model #, decks, etc.
  - d. All models must be shown with a typical layout, all dimensions, model number, etc.
  - e. Must have correct tax map numbers assigned to each unit
  - f. Signed by engineer and County Director of Real Property
  - g. Copy of site plan
2. Need a copy of the letter from the Attorney General's office that the offering plan has been accepted for filing. Or a letter from the Attorney General's office of "no action needed" and letter of declaration.
3. Must have 2 copies of the offering plan and declaration. (One each - Tax Map and County Clerk)
  - a. Offering plan and declaration – MUST MATCH FILED MAP as to unit sizes, square footage, model #s, etc.
  - b. Offering plan must include declaration.
  - c. Owner of said parcel should be identified along with declaration.
4. Any statement as to what a unit is and how defined must be pointed out in the offering plan to the tax map department.
5. A listing of building #s, unit #s, common elements, model designations with 911 addresses with tax impacts must be pointed out in the offering plan to the tax map department.
6. Each amendment to an existing filed condo must specifically show what is being amended – i.e., a new perimeter boundary or a new model or adding additional models or units previously shown in the offering plan or in addition to the original offering plan. Amended map may be pre-approved at developer's request, but will not be accepted for filing unless accompanied by letter from the Attorney General that amendment has been accepted for filing.
7. Map of project on formatted CD (file format DWG/DXF).
8. Taxes are to be paid on parent parcel.