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Municipal and Tax Reporting Division • Real-Time Access Division • AIS Support

To: All A.I.S. Clients
From: NYC Tax Department
Re: Recording documents for properties not recognized by ACRIS

In the event a document needs to be recorded for an Address or BBL (Borough, Block, Lot) that is not currently recognized by ACRIS, the following outlines the appropriate steps taken to rectify the issue:

- 1) Obtain a copy of a certified tax map from the Surveyor's office to indicate that the new lot(s) has been approved.
- 2) Contact the appropriate Deputy at the City Register and indicate to them that the Address and BBL does not exist on ACRIS and that a certified copy of the tax map has been obtained and can be provided. For more information, please contact the AIS NYC Tax Department @ 516-918-4600.
- 3) Check ACRIS (or click on the link below) after a few days to see if the Address or BBL has been added.
<http://a836-acris.nyc.gov/Scripts/CoverPage.dll/lookup>