



FINANCE
NEW • YORK
THE CITY OF NEW YORK
DEPARTMENT OF FINANCE






NEW YORK CITY
DEPARTMENT OF FINANCE
Office of the Surveyor

Checklist
for
MERGERS

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The Following Are Required To Merge Tax Lots in New York City:



1. **RP-604 (Official Application)** → Request for a tentative lot number(s). Must be prepared by a licensed architect or engineer. 
2. **Recorded Deeds** → Copy of a recorded deed. If the deed lacks a metes and bounds description, but refers only to a filed map, provide a current metes and bounds description which must be prepared by a licensed surveyor. 
3. **Survey** → Prepared by a licensed surveyor. 
4. **Real Estate Tax Clearance** → Lots to be dropped must have no outstanding taxes, charges or tax liens for prior tax years. Real estate taxes for the current tax year must be paid up for a minimum of six months from the date of application. 
5. **Fee** → Once items 1 through 4 are completed, the Surveyor's Office will issue a bill to be paid at a City Collector/Business Center. 
6. **RP-602 (Authorization for Apportionment/Merger)** → After items 1 through 5 are completed and reviewed, applicants will need to sign a **RP-602** to authorize merger. 