



Nassau County Department of Assessment

“Annual Survey of Income and Expense” (ASIE)

QUESTIONS AND ANSWERS

WHO SHOULD FILE THE ASIE-2010?

Any owner of a rent-producing property in the county as of January 2, 2010 is required to file; however, the Department of Assessment will accept an ASIE filed by any person responsible for the real estate taxes who operated the entire property. If the filer is a lessee, that fact must be stated in Section B of the form.

A managing agent, employee, attorney, accountant, authorized corporate officer, general partner, or LLC manager or member may file and sign the ASIE on the owner's or other taxpayer's behalf. The filer must disclose the name of the owner or other taxpayer and have full knowledge of the facts.

WHICH PROPERTIES MUST FILE?

All commercial properties (including rent producing commercial condominium units) and Class 2 residential property (4 apartments and over, apartment buildings, co-ops and condos) are subject to ASIE filing requirements.

WHICH PROPERTIES DO NOT FILE ASIE? —

1, 2, or 3 FAMILY HOMES (CLASS 1 PROPERTIES) ARE NOT REQUIRED TO FILE THE ASIE.

WHAT IS THE FILING DEADLINE?

The ASIE 2010 forms must be filed no later than **November 1, 2011**.

ASIE forms postmarked by the U.S. Postal Service by that date will be accepted as timely filed. ASIE forms filed late will be subject to a \$500 penalty.

IS THERE A PARTIAL FILING EXEMPTION?

If you can check any box from 11 through 13 on the ASIE form, your filing is complete with your signature in **Section H**.

11. Owner-occupied: properties that are 100 percent physically occupied by the owner, or owner related entity or persons. This occupancy can include those related by blood or marriage and business entities under common control.

12. Properties under construction and not leased in 2010.

13. Properties that were purchased by current owner in 2010 or 2011.

WHAT FORM DO I FILE?

The Department of Assessment has simplified and consolidated the forms for taxpayers' ease of use. The ASIE is now a one page double-sided form and includes sections to report location and property ownership, rents received and the expenses incurred to collect those rents. Separate forms are provided for Class 2 and Class 4 properties.

Note: All property data and income and expense information requested is for the period January 1, 2010 to December 31, 2010.

HOW TO FILE?

File electronically using the ASIE form link on the Department of Assessment website www.mynassauproperty.com. Select the Tax Class of your primary lot and follow the instructions. You may download forms from the web or call the **ASIE-Helpline (516) 571-0996** to request that forms be sent to you or you may download forms from the above website.

WHAT IS NEW THIS YEAR?

Simplified forms, streamlined web filing and separate forms for Class 2 (Residential) and 4 (Commercial) properties. Specialized forms for Hotels/Motels, Nursing Homes, Assisted Living and Mini-Storage (Self Storage) facilities.

WHO FILES SPECIALIZED ASIE FORMS?

Please note owners of Hotels/Motels, Nursing Homes, Assisted Living and Mini-Storage (Self Storage) facilities will be sent specialized forms and should not file ASIE CLASS 2 OR CLASS 4. These properties may not file on-line and must use the paper forms provided.

HAVE ADDITIONAL QUESTIONS?

Contact the ASIE-Helpline (516) 571-0996 or email us at ASIE@nassaucountyny.gov