



Nassau County Assessment Review Commission
240 Old Country Road, 5th Floor, Mineola, New York 11501

Authorizations 2023/24

- If you are filing as a representative an Authorization **must** be submitted in AROW during the filing period. Please identify the document as “authorization” in the drop-down menu.
 - Unauthorized applications are invalid and must be defected.
- If you are a rep but are filing an application(s) on your own behalf, as an aggrieved party, an authorization is not required – file as pro se as we do not know it is your property. If you file as a representative you must provide an authorization.

AUTHORIZATION REQUIREMENTS (see boxed example below)

- 1) Please utilize box format below.
- 2) The authorization must specify it includes the 2023/24 tax year administrative review.
 - Merely listing the calendar year is insufficient, you must specify the tax year.
- 3) Section, Block, Lot -properly formatted (no Suffolk County format) 2 options:
 - Section/Block/Lot: **21/F/16**
 - Nassau Parid: 21 F 00160 (Nassau formatting on ARC Website)
- 4) Representative Name & assigned number
- 5) Property Address
- 6) Signatories/Aggrieved parties
A recommended option is that a Signatory may certify they are an aggrieved party or authorized to act on the aggrieved parties’ behalf (as seen in sample below). If not, relationship must be specified:
 - Owner
 - Tenant
 - Contract vendee
 - LLC (must have member’s name and relationship to the LLC)
 - Corp. (must have officer’s name & relationship to the Corp.)
 - POA (document must be provided)
 - Attorney in Fact / Guardian / Trustee / Executor
- 7) Dated at time of signing
 - date must be entered by the signatory, not the representative
 - no more than 120 days before the first date for filing of an app (Jan 3rd)
- 8) Proper Orientation of auth (scan in a direction to be able to read it)
- 9) Authorization must be legible. At least 12 size font or higher
- 10) Condominiums:
 - must have SBL, building #, unit # - 17015 0022UCA006300230
 - parcel id utilizing “et al” is not acceptable
- 11) when filing as Board of Managers, an individual property owner is not acceptable
- 12) No Photographs

******ARC requests that you include the below text at the bottom your authorization. You may include anything additional above the box******

The undersigned CERTIFIES that they are an aggrieved party within the meaning of the Real Property Tax Law and hereby authorizes the below representative to file with the Nassau County Assessment Review Commission

Tax Year 2023/24 Representative Name _____ Rep # _____
Aggrieved party _____ Relationship to property _____
(i.e. Owner, Tenant, Contract Vendee)
By: Signature _____ Title (if applicable) _____
(i.e. President, Member, Trustee)
Name (printed) _____ Date _____
Parcel Id _____ Property address _____

BULK LOADING OF AUTHORIZATIONS

1. If filing via bulk upload, authorizations should be **BULK UPLOADED**.
2. Instructions for Bulk Uploading are on ARC's Representatives page and will be emailed to all representatives in December 2021, before the 23/24 filing period.
3. The prefix in the Authorization upload should be capitalized. AUTH + remainder of our naming convention.
4. When submitting authorization uploads DO NOT zip the folder they are in. You must select the files you want to submit and add those to your zip file.
5. Do not bulk upload for fewer than 25 appeals at a time, whether it be an application, authorization or AR20 upload.
6. Bulk filing deadline will be at close of business (4:45 pm) on the last day of the filing period (March 1, 2022).
DO NOT WAIT UNTIL THE LAST MINUTE
7. Individual filings may still be entered until 11:59 pm on the last day of the filing period.
8. Authorization uploads may not be processed until after the filing period is over, however they are still required to be submitted timely.