



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

Authorizations 2028/29

FAILURE TO FOLLOW THE BELOW FORMAT MAY RESULT IN A DISMISSAL

- 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.
- **Filing under your representative number for your own property you must provide an authorization.**
- The name on the authorization **must** match the name on the application.

AUTHORIZATION REQUIREMENTS (see boxed example below)

- 1) Please utilize box format below.
- 2) The authorization must specify it includes the 2028/29 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
Signatory must certify they are an aggrieved party or authorized to act on the aggrieved party’s behalf (as seen in sample below) All authorizations shall be original signatures. 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)
 - Guardian / Trustee / Executor (must be documented)
- 7) Dated at time of signing
 - date must be entered by the signatory, not the representative. Consequently, pre-printed dates are not acceptable.
 - no more than 120 days before the first date for filing of an app (Jan 4th)
- 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
 - When filing as Board of Managers, an individual property owner is not acceptable. Must be president or board member who is authorized to sign (must state title).
- 11) No Photographs

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 2028/29 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 _____