



Real Estate Transfer Tax Return for START-UP NY Leases

Recording office time stamp

See instructions on back before completing this form. Print or type.

Information relating to conveyance

Grantor/Transferor <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input type="checkbox"/> mark an X if more than one grantor)	Social security number
	Mailing address	Social security number
	City State ZIP code	Federal EIN
	Single member's name if grantor is a single member LLC (see instructions)	Single member EIN or SSN
Grantee/Transferee <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input type="checkbox"/> mark an X if more than one grantee)	Social security number
	Mailing address	Social security number
	City State ZIP code	Federal EIN
	Single member's name if grantee is a single member LLC (see instructions)	Single member EIN or SSN

Location and description of property conveyed

Tax map designation – Section, block & lot (include dots and dashes)	Street address	City, town, or village	County

Condition of conveyance (mark an X in the appropriate box)

- Leasehold grant - enter maximum term of lease, including all option periods (see instructions): _____
- Leasehold assignment

Date of conveyance

month	day	year

The undersigned certify that the conveyance of real property is exempt from the real estate transfer tax because the conveyance is a lease of real property located in a tax-free NY area to an approved business participating in the START-UP NY program. The undersigned further certify that the information contained in this form, including any certifications or attachments, is to the best of his/her knowledge, true and complete, and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the lease or other instrument effecting the conveyance.

Grantor signature	Title	Grantee signature	Title
Grantor signature	Title	Grantee signature	Title

For recording officer's use	Date received	Transaction number
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Instructions

Purpose of Form TP-584-SNY

Use Form TP-584-SNY to claim exemption from the real estate transfer tax related to leases of real property located in tax-free NY areas to an approved business participating in the START-UP NY program.

Note: You must file Form TP-584 for all other conveyances of real property located in New York.

When and where to file

File Form TP-584-SNY with the recording officer of the county where the real property being conveyed is located, **no later than the fifteenth day after the delivery of the instrument effecting the conveyance.** However, if the instrument effecting the conveyance will not be recorded, file Form TP-584-SNY **no later than the fifteenth day after the delivery of the instrument effecting the conveyance, directly with:**

NYS TAX DEPARTMENT
RETT RETURN PROCESSING
PO BOX 5045
ALBANY NY 12205-0045

Private delivery services – If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to mail in your form and tax payment. However, if, at a later date, you need to establish the date you filed or paid your tax, you cannot use the date recorded by a private delivery service unless you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. (Currently designated delivery services are listed in Publication 55, Designated Private Delivery Services. See *Need help?* for information on obtaining forms and publications.) If you have used a designated private delivery service and need to establish the date you filed your form, contact that private delivery service for instructions on how to obtain written proof of the date your form was given to the delivery service for delivery. If you use any private delivery service, whether it is a designated service or not, send the forms covered by these instructions to: NYS Tax Department, Misc Tax/RETT Unit, W A Harriman Campus, Albany NY 12227.

Information relating to conveyance

Name and address box

Print or type the names, addresses, and social security or employer identification numbers of the grantor and grantee. **If the grantor or grantee is a single member LLC, enter the names and identification numbers (SSN and/or EIN) for both the LLC and the single member.** If additional space is needed, please attach a schedule to Form TP-584-SNY setting forth the names, addresses, and social security or employer identification numbers of all the grantors and grantees.

Location and description of property conveyed

Give the location and description of the interest in real property being leased including the tax map designation and address. Also include the name of the city or village, town, and county where the property being leased is located.

Condition of conveyance

Indicate by marking an **X** in the appropriate box whether the property conveyed is a leasehold grant or leasehold assignment. If the conveyance is a leasehold grant, indicate the maximum term of the lease (by number of years), including all options to renew.

Date of conveyance

The exemption applies to leases conveyed on or after January 1, 2014.

For leasehold grants, enter the date the lease commences as stated in the leasehold agreement.

For leasehold assignments, enter the effective date of the assignment as stated in the assignment agreement.

Signatures

Both the grantor(s) and the grantee(s) must sign Form TP-584-SNY. If there is not adequate space for all persons to sign, a separate signature sheet may be used and attached to Form TP-584-SNY.

Need help?



Visit our Web site at www.tax.ny.gov

- get information and manage your taxes online
- check for new online services and features



Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at (518) 485-5082. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



Telephone assistance

Mortgage and Transfer Tax

Information Center: (518) 457-8637

To order forms and publications: (518) 457-5431



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.