



**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. 