



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

Authorizations 2025/26

- If you are filing as a representative an Authorization **must** be submitted in AROW during the filing period. When attaching individual authorizations, please identify the document as “authorization” in the drop-down menu.
- **All** filings using a representative number **require** an authorization. **Any representative filing without an authorization is defective and is subject to dismissal.**

AUTHORIZATION REQUIREMENTS (see boxed example below)

- 1) Please utilize box format below.
- 2) The authorization must specify it includes the 2025/26 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 at time of signing
 - **no more than 120 days before the first date for filing of an application (Jan 2nd).**
All authorizations must be dated September 1, 2023 or after.
- 8) Proper Orientation of authorization (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 2025/26 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 _____