



Department of Assessment

128 East Buffalo Street

Jay Franklin
Director

Irene Kehoe
Assistant Director

INFORMATION REQUIRED FOR APPORTIONMENTS

Memorandum of Apportionment – is prepared prior to closing to apportion taxes already paid.
Memorandum of Apportionment fee is \$30.00 per parcel for 1 roll year
\$35.00 per parcel for 2 roll years
\$40.00 per parcel for 3 roll years
Please allow 3 business days for processing.

For Memorandum of Apportionment:

Requested by: _____ Phone Number: _____

Tax Map Number(s): _____ Location: _____

Needed for: Town/County _____ roll year
 School _____ roll year
 Village _____ roll year

List all owners (present and future)	Acres	Structures
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certificate of Apportionment – is prepared after the deed is filed with the County Clerk’s Office to apportion future taxes.
Certificate of Apportionment is provided free of charge by the Department of Assessment.

For Certificate of Apportionment:

Requested by: _____ Phone Number: _____

Tax Map Number(s): _____ Location: _____

List all owners (present and future)	Acres	Structures
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Please provide a recent survey.
2. If there is no survey available, please indicate the acreage and structures for each new portion of the original parcel.
3. Please specify future owners if known for each new portion.
4. Use additional sheet if needed.

Mail Address:
128 East Buffalo Street
Ithaca, New York 14850
<http://www.tompkins-co.org/assessment/>

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Fax: 607-274-5507
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