

UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK

May 4, 2015

HC-43-15

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to request assistance in verifying the accuracy of the Department of State's records concerning the location and use of real property in the United States that is owned, leased, or used by their governments for official purposes, including the Permanent Missions, annexes, and residences. This information was last requested by the United States Mission in Note No. HC-67-12, dated May 29, 2012.

Therefore, the Permanent Missions are requested to provide the following information concerning properties their governments own, lease, or otherwise use for official purposes:

- The address of each property, including the number of the unit, suite, apartment, floor, or lot;
 - For leased properties, also include the lease start and end dates; and
- The current use of each property.

DIPLOMATIC NOTE

In addition, the address of any personally leased or owned official residence of the head of the mission is requested.

Moreover, Missions are asked to reconfirm the use of each property by including one of the following statements:

- a. No part of this property is or will be used for commercial purposes; or
- b. A portion or all of this property is or will be used for commercial purposes, and the Mission understands that areas used for commercial purposes are not inviolable and may not be eligible for property tax exemption.
 - If a portion of the property is or will be used for commercial purposes, the Mission must provide the square footage of that portion.

Finally, Missions are encouraged to share any additional information concerning their properties in the United States.

Enclosed is a template for guidance on submission of the requested property information.

The failure of a mission to comply with this request could jeopardize the tax exemption status that is currently extended to properties owned by the government.

The Department would appreciate responses be sent by May 31, 2015, to the Office of Foreign Missions New York Regional Office (OFM/NY), via e-mail to OFMNYCustomerService@state.gov or by fax to 646-282-2823.

Inquiries regarding this request may be directed to OFM/NY at (646) 282-2825 or OFMNYCustomerService@state.gov. OFM's headquarters may be reached at 202-895-3500, option 5, or at OFMProperty@state.gov.

The United States Mission looks forward to the continued cooperation of the Permanent Missions in meeting the requirements of the Foreign Missions Act.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions the assurances of its highest consideration.

Enclosure: As stated.

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TEMPLATE

OWNED PROPERTIES					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Purchase Date</u>	<u>Occupied By</u>	<u>Comments</u>	<u>Area Leased Out (Sq. Ft)</u>
Permanent Representative's Residence	123 Broadway, PH 4 New York, NY 10017	5/8/1965		owned by the Permanent Representative	
UN Staff Residence	489 First Avenue, Apt. 3 New York, NY 10068	3/4/2015	John Doe		
*A portion of the properties below are used for commercial purposes					
UN Mission Annex	1111 2nd Avenue New York, NY 10065	2/6/2013		floors 4-5 leased out Mission only occupies floors 1-3	3,500 square feet
LEASED PROPERTIES					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Lease Dates</u>	<u>Occupied By</u>	<u>Comments</u>	
UN Mission	987 United Nations Plaza, Suite 12 New York, NY 10017	1/1/2011 - 12/31/2021			
UN Staff Residence	444 W 49th Street, Apt. 3E New York, NY 10036	4/15/2015 - 4/14/2017	Jane Smith		
UN Staff Residence	6026 Park Avenue West New York, NJ 07093	9/5/2010 - 9/4/2015	Chris Johnson		