

Government of the District of Columbia

Office of Tax and Revenue Real Property Tax Administration



Real Property Assessment Division First Level Appeal Application

The Real Property Tax Administration (RPTA) strives to assess property at 100% of estimated market value. Estimated market value is defined as the most probable price that a buyer would pay a willing seller on the open market. As the property owner, you are given the opportunity to dispute the assessment of your real property through a formal appeal process. The process involves three levels of appeal, beginning with the First Level-Administrative Appeal. Subsequent steps include appealing before the Board of Real Property Assessments and Appeals and DC Superior Court. You must, however, start at the First Level before proceeding to the next levels of appeal. Please complete the following information in order to file the First Level appeal of your property.

YOU MUST FILE YOUR APPEAL ON OR BEFORE APRIL 1, 2009.

Owner's Name: _____ Square: _____ Suffix: _____ Lot: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Please indicate the basis for your appeal (examples of supporting documentation are shown below):

<input type="checkbox"/> Estimated Market Value	Examples: • recent written appraisal • recent settlement statement • property insurance documents
<input type="checkbox"/> Equalization	Example: a listing of properties that you consider to be comparable to your property.
<input type="checkbox"/> Classification	Indicate current use of the property, and date the use started: Date: _____ <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <u>Note: If the appeal is based on Class 3 classification, do NOT use this form. Call (202) 442-4332 to obtain the proper Class 3 Exception Application form for vacant buildings or (202) 442-4829 for unimproved lots.</u>
<input type="checkbox"/> Property Damage or Condition	Examples: • cost estimates • damage claims.

Assessment information about your property and comparable properties may be found on our Web site located at, <http://www.cfo.dc.gov/otr/>, or you may call (202) 727-4TAX (4829) for assistance.

New homeowner, please provide sale date: _____.

Please select how you wish to conduct your First Level appeal:

Option One Written Appeal There will be no meeting with your appraiser.

Please submit all documentation to support your position with this application. You will be notified by your appraiser regarding the outcome of your appeal, based on his/her review of the information you submit and existing market data.

Option Two Telephone Hearing Provide hearing telephone number: _____.

You will be notified of the time and date when your appraiser will call you at the above number to conduct the hearing.

Option Three In-Person Hearing

You will be notified of the time and date to appear for your hearing with your appraiser.

Will you be appealing any other properties? Yes No, If Yes, please complete an appeal application for each.

Return completed form to:
Office of Tax and Revenue
Real Property Tax Admin. - Appeals Section
P.O. Box 176
Washington, D.C. 20044

Print Name: _____
Owner/Agent* Signature: _____
Date (mm/dd/yyyy): _____
Daytime Phone: _____
Evening Phone: _____
*If not the owner, a *Letter of Agent Authorization* must be attached.