

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



**Business Improvement District (BID) Ownership and Change of
Address Form**

In order to update our records, please complete this form and send it as an attachment to ops.rpta@dc.gov, or you may fax it to (202) 478-5995, and or mail it to the **Office of Real Property Tax Administration, Attention: Operations Unit, 1101 4th Street, S.W., Suite 550W, Washington, D.C. 20024**. Thank you in advance for your assistance.

If you have additional questions, please do not hesitate to contact Kina Dunston and/or Chenchira Tunnell at (202) 442-6665 and/or (202) 442- 6652, during the hours of 9:00 a.m. to 3:30 p.m., Monday through Thursday or email ops.rpta@dc.gov.

Instructions: Complete the following information in its entirety.

BID Account Number :
BID Name:
Name/ Company:
Property Address:
Prior Mailing Address:

✓ Check One:

- I no longer own this property as of / / ; Property sold to: _____
- Owner deceased as of / /
- I own the property, but have changed my mailing address.

New Mailing Address:

Name/Company _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____

Signature _____ Date: ____/____/____

Date Request Received by RPTA: _____

Date Request Completed by MAPS & TITLES: _____ *Processed by:* _____

Date Completed Form Returned to RPTA: _____