

# AD-100 First Level Administrative Review Application



**APPEALS MUST BE FILED ON OR BEFORE APRIL 1, 2022**

Print in CAPITAL letters using black ink. Leave lines blank that do not apply.

**New Owners DO NOT COMPLETE this form** New Owner Forms may be obtained by visiting MyTax.DC.gov or by contacting Customer Service at (202) 727-4TAX(4829).

## PART 1 - OWNER'S INFORMATION

Owner's First Name  M.I.  Last Name

Email address

Contact Number

## PART 2 - PROPERTY INFORMATION

Property address (number and street) -REQUIRED  Quadrant

Square  Suffix  Lot  Unit Number  Zip Code +4

## PART 3 - APPEAL REASONS

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

<input type="radio"/> Estimated Market Value	Examples: <ul style="list-style-type: none"> <li>• Recent written appraisal</li> <li>• Recent settlement statement</li> <li>• Property Insurance documents</li> </ul>
<input type="radio"/> Equalization	Example: A listing of properties that you consider to be comparable to your property.
<input type="radio"/> Classification	Indicate current use of the property, and date the use started: Date <input type="text"/> <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Mixed Use  <b>Note: If the appeal is based on Class 3 or Class 4 classification, do NOT use this form, call (202) 442-4332 for appeal information.</b>
<input type="radio"/> Property Damage or Condition	Examples: <ul style="list-style-type: none"> <li>• cost estimates</li> <li>• damage claims</li> </ul>

Assessed Value: \$  Requested Value: \$

## PART 4 - SIGNATURE

Please select your preferred hearing method:  Written     Telephone     In-Person

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

Owner (or Agent) signature  Date (mmdyyyy)  Daytime phone

Evening phone

Printed First name  M.I.  Last name

If not the owner, a Letter of Agent Authorization must be attached.

Assessment information about your property and comparable properties may be found on our online portal [www.MyTax.DC.gov](http://www.MyTax.DC.gov), under "Real Property", or call (202) 727-4TAX(4829), for assistance.

**MAIL TO: Office of Tax and Revenue, 1101 4th Street SW, 4th Fl, Washington, DC 20024**

