

**Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue**



Real Property Tax Administration

**Supplemental Administrative Review Application
Check One 1st Half _____ 2nd Half _____**

**APPEALS MUST BE FILED ON OR BEFORE OCTOBER 1(1st Half) OR
APRIL 1(2nd Half)**

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 Supplemental Administrative Review. Subsequent steps include appealing before the Real Property Tax Appeals Commission and DC Superior Court. You must, however, start at the Supplemental Level before proceeding to the next levels of appeal. Please complete the following information in order to file the Supplemental Appeal of your property.

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

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

*Contact Phone Numbers: _____ E-mail: _____

* Required information

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 or Class 4 classification, do NOT use this form, call (202) 442-4332 for appeal information.</u> |
| <input type="checkbox"/> Property Damage or Condition | Examples: • cost estimates • damage claims. |
| TY 2023 TOTAL VALUE: \$ | |
| TY 2023 REQUESTED TOTAL VALUE: \$ | |

The DC Code 47-825.01a(d)(1) allows an owner to petition for an administrative review of the proposed assessment on or before October 1st or April 1st. We conduct both telephone and in-person interviews as well as written petitions. Telephone and in-person interviews are conducted by appointment only. If you fail to appear and have not notified us twenty-four (24) hours in advance of the appointed time, your review will be converted to a written review and only the information furnished with your original petition will be considered in the review.

New Homeowner – Do not use this form – New Owner Forms may be obtained from our Web site or from RPTA at the address and/or telephone number below.

Please select your preferred hearing method: **Written** **Telephone** _____ **In-Person**
(Contact Phone Number)

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

Return completed form via:
Email: property.appeals@dc.gov
Mail: Office of Tax and Revenue
Real Property Tax Admin. - Appeals
Section 1101 4th Street SW, 4th FL
Washington, D.C. 20024

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.

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