



Office of Tax & Revenue
Real Property Tax Administration

REAL PROPERTY TAX CLAIM FOR REFUND
Form ASD-01 (2.13.20)

Property Address: _____

Square: _____ Suffix: _____ Lot: _____

Refund Amount Requested: \$ _____

Applicant Name: _____

Applicant Mailing Address: _____

Please note, hold for pickup is not available. All refund checks will be mailed via US Postal Services.

The applicant must be the payor of the credit balance on the tax account since refunds only issued to the party (payee) that made the payment. **E.g.**, if your lender/taxpayer made the payment, then the lender/taxpayer would have to request a refund. If the property has been sold or paid by the title company, the request must come from the title company and include an executed settlement statement.

DC Code 47-811.02 (b) – OTR will only refund a credit that is over the annual tax amount due for the current tax year. The tax year runs from October 1st to September 30th. To be granted a Real Property Tax refund, the current tax year's liability must be satisfied. If the annual Real Property taxes are not satisfied, the refund request will be denied.

Required supporting information:

- The applicant must attach a copy of the proof of payment. (E.g., copy of the canceled check, email confirmation from online payment, bank statement, title company payments must also include an executed settlement statement.)
- The applicant must provide an address and name to send the refund check.

Please describe the reason(s) for requesting this refund. (Attach supporting information to substantiate your claim.)

CERTIFICATION: Making a false statement on this form is punishable by criminal penalties under DC Official Code §22-2405. Under the penalties of law, I declare that I have examined this document and its attachments, if any, and to the best of my knowledge, it is correct.

Applicant Signature: _____ Date (MM/DD/YY): _____

Telephone: _____ E-mail: _____

Mail to Office of Tax and Revenue, Attention: Assessment Services Division, 1101 4th Street, SW, Suite W550, Washington, DC 20024. **For faster processing, please submit via e-mail to adjustments@dc.gov.**