



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF TAX AND REVENUE  
REAL PROPERTY TAX ADMINISTRATION  
1101 4<sup>th</sup> STREET, SW, Suite W550  
WASHINGTON, DC 20024**



**APPLICATION FOR THE PUBLIC CHARTER SCHOOL REAL PROPERTY TAX REBATE**

- File this application on or before the **September 15<sup>th</sup>** following the end of the school year (07/01-06/30). Late submissions are not accepted.
- Please print or type.
- Complete application, sign and provide attachments. *(Please refer to Part II section.)*
- File one application only for each school facility.

**Part I – Public Charter School Information**

Name of the Public Charter School: \_\_\_\_\_

Mailing Address of the Public Charter School: \_\_\_\_\_  
Street or PO Box
City
State
ZIP Code

Property Address of School Facility: 



  
Square
Suffix
Lot

Are there additional lots comprising a part of this school facility for which a tax rebate is claimed? Yes\*  No

\*If yes, attach a separate statement describing the uses and identify the square, suffix and lot numbers.

Enter the Public Charter School's Federal Employer Identification Number (FEIN)  –

Is the Public Charter School authorized by the D.C. Public Charter School Board? Yes  No

Enter the dates of operation as an authorized Public Charter School during the school year for which the real property tax rebate is requested. (For example, if for the entirety of the school year 2020 indicate 07 01 19 – 06 30 20, or if for the first part indicate 07 01 19 – 12 31 19, or if for the second part indicate 01 01 20 – 6 30 20. Under this example, the application due date is on or before 9/15/2020.)

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MM DD YY MM DD YY

**CONTINUED ON REVERSE SIDE**

## Part II – Rebate Amount

To be eligible for the Public Charter School Rebate, the Public Charter School must lease a school facility from an entity subject to real property tax. The rebate amount represents the Public Charter School's pro rata share of the real property tax that it is required to pay under the terms of the lease. In order to receive the rebate, the real property tax for the period that the rebate is requested must be paid in full.

Amount of the Public Charter School's pro rata share of the real property tax paid:

\$  ,  ,  .

Percentage of the gross building area being leased by the Public Charter School:

.  %

### Required Supplemental Information:

- a) Attach copy of the **proof of payment** of real property tax installment(s) for which rebate is requested. (*Proof of payment may include a copy of the front and reverse side of the canceled check, or acknowledgement of ACH/Online payment, or bank-stamped payment stub showing that the real property taxes owed on the property was paid in full to the District of Columbia.*)
- b) Attach copy of the **current lease** with the lessor. (*Please reference % of the gross building area of the property leased by the Public Charter School to pay its pro rata share of the real property tax. Also, reference the start and end date of the lease.*)

## Part III – Certification

An authorized representative of the Public Charter School must sign and date this application. Anyone convicted of making false statements on this form will be fined up to \$1,000 or imprisoned up to 180 days, or both, under D.C. Code § 22-2405.

Under penalties provided by law, I declare that all information I have given on this application and attachments thereto are true and correct to the best of my knowledge and belief and that I am authorized to execute this application on behalf of the Public Charter School.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Title of Authorized Officer of the Public Charter School

**Mail or email the completed form with required attachments to:**

**Office of Tax and Revenue  
Real Property Tax Administration  
1101 4<sup>th</sup> St., SW, Suite W550  
Washington, DC 20024  
Attn: Frank Bessenyei, Chief, ASD**

**or, email to: [adjustments@dc.gov](mailto:adjustments@dc.gov)**

*For inquiries and assistance, please contact Frank Bessenyei, Chief, Assessment Services Division, at (202) 442-6534 or [frank.bessenyei@dc.gov](mailto:frank.bessenyei@dc.gov).*

**THIS APPLICATION IS SUBJECT TO AUDIT.  
PLEASE KEEP ALL SUPPORTING DOCUMENTATION.**