



**Government of the District of Columbia**

Office of Tax and Revenue  
Real Property Tax Administration  
Maps & Title Section  
1101 4th Street, S.W., Suite 5011  
Washington, D.C. 20024

**Division of Lots Request Application**

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**Please list all lots to be divided:**

Square: \_\_\_\_\_ Suffix: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Square: \_\_\_\_\_ Suffix: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Square: \_\_\_\_\_ Suffix: \_\_\_\_\_ Lot(s): \_\_\_\_\_

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**Please list all recorded owners:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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**Please review and sign:**

I/We, the recorded owner(s) or authorized agent for the owners of the above listed lots, request that they be divided in accordance with the attached plat. The plat shows the present lot numbers, dimensions, in contrasting colors, and the proposed new lot lines and dimensions. Dimensions have been clearly shown so that the Office of Tax and Revenue may compute the area of each new lot for assessment and taxation purposes. I/We understand ownership of all lots to be divided must be identical, and all real property taxes must be current. If this request is submitted between October 1 through March 31, taxes must be current through March 31 of that tax year. If this request is submitted between April 1 through September 30, taxes must be current through September 30 of that year.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Tax Bill Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number



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## OTR Assessment and Taxation Lot Request Certification Process Requirements

1. **Owner name(s) of active lot(s) on the application must match OTR ownership records.**
    - Recorded legal land transfer documents including but not limited to deeds may be checked to verify ownership.
    - A Letter of Agent Authorization is required to act on the behalf of the real property owner of record.
    - ◇ In cases where owner(s) signatures are not possible due to incapacitation or other circumstances please provide official documentation indicating the reason.
      - For example Death Certificate, Etc.
  2. **All Real Property Taxes/penalties must be paid in full up to and including the current half tax year.**
    - \*When A&T lots are to be recorded between April 1 and September 30, Real Property Taxes **must be paid through September 30**.
    - \*When A&T lots are to be recorded between October 1 and March 31, Real Property Taxes **must be paid through March 31**.
    - Please Verify that all half tax year real property taxes and penalties are paid in full **up to and including the current half tax year** (as of today's date).
    - You may obtain "estimated" current half tax year real property tax bills for a subdivision from:
      - **RPTA Adjustment Unit ([adjustments@dc.gov](mailto:adjustments@dc.gov)); 1101 4<sup>th</sup> St SW 20024 5<sup>th</sup> Floor**
    - Proof of payment documents that are accepted:
      - Date Stamped "Wells Fargo" Transaction Receipt with account number (square suffix lot)
        - And "Estimated" half tax year bill copy
      - Payment Verification on signed Mortgage Company Letter Head - must include the property ID
  3. **Special Assessments, Arrears, Liens and other Taxes Due at submittal time, or discovered during the certification process must be paid in full.**
    - These may include BID, Clean City, WASA, SE Water and Sewer, WaterFront Park, PACE, Etc.
    - Taxes and other dues can be found online by at the "Real Property Assessment Database Search" at: [https://www.taxpayerservicecenter.com/RP\\_Search.jsp?search\\_type=Assessment](https://www.taxpayerservicecenter.com/RP_Search.jsp?search_type=Assessment) by Square Suffix Lot.
    - Proof of payment documents that are accepted:
      - Official letters, receipts from the office(s) in charge of collections due.
  4. **Tax Sale Review**
    - Lot(s) that have participated in a tax sale and are not redeemed; the owner or agent must contact Assessment Services at 202-442-6901 for further instructions.
  5. Advance or theoretical Assessment and Taxation Lot number requests:
    - Requests for Assessment and Taxation Lot number assignments in advance of their active tax year must be in writing and accompany the original application.
- ℞ **7-10 business days** are required for the OTR subdivision tax certification process.
- ℞ **Lots that participated in a tax sale, and are not redeemed, will prolong certification process beyond 7-10 business days.**
- ℞ **Inaccuracies and Non-compliance with all requirements will prolong certification process beyond 7-10 business days until such inaccuracies and/or non-compliance issues are resolved by owner/agent.**
- ℞ **OTR makes every attempt to contact the owner/agent upon discovery of non-compliance issues.**
- ℞ **Other DC agencies involved in the DCRA Subdivision Plat process have their own deadlines.**

I \_\_\_\_\_ (owner/agent) have read the OTR A&T Lot Request Certification Process Requirements.