



Government of the District of Columbia
 Office of Tax and Revenue
 Customer Service Administration
 1101 4th Street SW, Suite 550W
 Washington, DC 20024

Submit a copy of this form to the Recorder of Deeds along with the ROD-11 form at the time of application for the Reduced Recordation Tax Rate for First-Time Homebuyers.

The applicable cooperative housing association representative or designee will require this form only, FP-111/COOP, for a separate filing.

FOR COOPERATIVE SHAREHOLDERS/MEMBERS ONLY

Square	Suffix	Lot	Property Address/Unit Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may not get a Homestead deduction on more than one unit. If you move to a new unit, you cannot transfer the Homestead deduction from your old unit. If you buy a new unit, you may not use the previous owner's deduction. You must apply for the deduction for the **new** unit. You **must** apply for your own Homestead deduction.

If you move from your unit or ownership changes, the Office of Tax and Revenue (OTR) must be notified in writing within (30) days from the date of the move or ownership change. Failure to notify OTR of the change could subject the cooperative to a penalty of 10% of annual tax and 1.5% of interest for each month the cooperative wrongfully received the deduction.

PART I — Homestead Deduction

To be eligible for the Homestead deduction you must: 1) Be a shareholder or member of the cooperative and reside in the cooperative unit as your principal place of residence; 2) answer all of the Homestead questions below.

1. Are you a shareholder or member of the cooperative housing association where the unit it located? Yes No
2. Are you domiciled in the District of Columbia? Yes No
3. Do you occupy this cooperative unit by right due to your ownership or membership interest in the cooperative? Yes No
4. Please provide the date you moved into the unit (mmdyyyy)
5. Is the cooperative unit your principal place of residence (domicile)? Yes No
6. Do you have a District of Columbia driver's license? Yes No
7. Do you have a motor vehicle registered in the District of Columbia? Yes No
8. Are you registered to vote in the District of Columbia? Yes No
9. Do you file District of Columbia individual income tax returns? Yes No

PART II — Affidavit

The shareholder or member of the cooperative must sign and date this application. (Only one shareholder signature is required.)

You will not be eligible for the Homestead deduction if you fail to complete this part of the form.

Under penalties of law, I declare that I have examined this and its attachments, if any, and to the best of my knowledge, it is correct.

Last Name

Last Name

First Name MI

First Name MI

Social Security Number

Social Security Number

Signature _____

Date
(mmdyyyy)

Home Phone

Work Phone