FP-111/COOP COOPERATIVE HOMESTEAD DEDUCTION APPLICATION

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

Print Clear

This is a FILL-IN format. Please do not handwrite any data on this form other than your signature.

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

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 (mmddyyyy)
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

First Name MI

Social Security Number

Last Name

First Name MI

Social Security Number

Signature

Date (mmddyyyy)

Home Phone

Work Phone