

**Government of the District of Columbia  
Office of Tax and Revenue  
Real Property Tax Administration  
Real Property Assessment Division**



**NEW OWNER  
First Level Administrative Review Application**

The Real Property Tax Administration (RPTA) strives to assess property at 100% of estimated market value. Estimated market value is defined as the most probable price that a buyer would pay a willing seller on the open market. As the property owner, you are given the opportunity to dispute the assessment of your real property through a formal appeal process. The process involves three levels of appeal, beginning with the First Level Administrative Review. Subsequent steps include appealing before the Real Property Tax Appeals Commission and DC Superior Court. You must, however, start at the First Level before proceeding to the next levels of appeal. Please complete the following information in order to file the First Level appeal of your property.

**YOU MUST FILE YOUR APPEAL WITHIN FORTY-FIVE (45) DAYS OF THE DATE OF TRANSFER, OR APRIL 1, WHICHEVER DATE IS LATER.**

\*Owner's Name: \_\_\_\_\_ \*Square: \_\_\_\_\_ \*Suffix: \_\_\_\_\_ \*Lot: \_\_\_\_\_  
 \*Property Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
 \*Contact Phone Numbers: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \*Date of Transfer \_\_\_\_\_ \*Recordation Instrument Number \_\_\_\_\_

\* Required information

Please indicate the basis for your appeal (examples of supporting documentation are shown below):

<input type="checkbox"/> <b>Estimated Market Value</b>	Examples: • recent written appraisal • recent settlement statement • property insurance documents
<input type="checkbox"/> <b>Equalization</b>	Example: a listing of properties that you consider to be comparable to your property.
<input type="checkbox"/> <b>Classification</b>	Indicate current use of the property, and date the use started: Date: _____ <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <b>Note: If the appeal is based on Class 3 or Class 4 classification, do NOT use this form, call (202) 442-4332 for appeal information.</b>
<input type="checkbox"/> <b>Property Damage or Condition</b>	Examples: •cost estimates •damage claims.
<b>TOTAL VALUE: \$</b>	<b>REQUESTED TOTAL VALUE: \$</b>

We conduct both telephone and in-person interviews as well as written petitions. Telephone and in-person interviews are conducted by appointment only. If you fail to appear and have not notified us 24 hours in advance of the appointed time, your review will be converted to a written review and only the information furnished with your original petition will be considered in the review.

**Please select your preferred method:**  **Written**  **Telephone** \_\_\_\_\_  **In-Person**  
 (Contact Phone Number)

Will you be appealing any other properties?  Yes  No, If Yes, please complete an appeal application for each.

Return completed form to:  
 Office of Tax and Revenue  
 Real Property Tax Admin. - Appeals Section  
 P.O. Box 71440  
 Washington, D.C. 20024

Print Name: \_\_\_\_\_  
 Owner/Agent\* Signature: \_\_\_\_\_  
 Date (mm/dd/yyyy): \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Evening Phone: \_\_\_\_\_

\*If not the owner, a *Letter of Agent Authorization* must be attached.

Assessment information about your property and comparable properties may be found on our Web site located at, <http://www.cfo.dc.gov/otr/>, or you may call (202) 727-4TAX (4829) for assistance.