



## **Washington, DC Appeal Checklist**

- ☐ Sign the appeal form
- ☐ Include the "Sale Comparable Report" with appeal form in envelope
- ☐ Address envelope to:  
**Office of Tax and Revenue**  
**Real Property Tax Admin. – Appeals Section**  
**P.O. Box 71440**  
**Washington, DC 20024**
- ☐ Keep a copy of all documents for your files
- ☐ Be on the lookout for correspondence from Washington, DC regarding your appeal

**Deadline to postmark the appeal is April 02, 2018**

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



**Real Property Assessment Division  
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 ON OR BEFORE April 02, 2018**

\*Owner's Name: C & B HOLDINGS LLC \*Square: \_\_\_\_\_ \*Suffix: \_\_\_\_\_ \*Lot: \_\_\_\_\_

\*Property Address: 515 M Street Northeast \*City: Washington \*State: DC \*Zip: 20002

\*Contact Phone Numbers: 987987979877 \_\_\_\_\_ E-mail: rakesh12@mailinator.com

\* Required information

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

<input checked="" type="checkbox"/> <b>Estimated Market Value</b>	Examples: •recent written appraisal •recent settlement statement •property insurance documents
<input checked="" 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: _____ [ ] Residential [ ] Commercial [ ] 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>2019 TOTAL VALUE: \$ 583,170.00 REQUESTED 2019 TOTAL VALUE: \$ 440,000.00</b>	

The DC Code 47-825.01a(d)(1) allows an owner to petition for an administrative review of the proposed assessment on or before April 02<sup>nd</sup>. 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 twenty-four (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.

**New Homeowner** – Do not use this form – New Owner Forms may be obtained from our Web site or from RPTA at the address and/or telephone number below.

**Please select your preferred hearing 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: \_\_\_\_\_



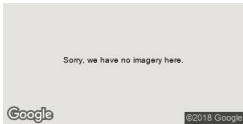

\*If not the owner, a Letter of Agent Authorization must be attached.

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.

Rev.01/2018

1101 4<sup>th</sup> Street, SW, Second Floor, Customer Service Center, Washington, D.C. 20024

## Owner's Estimate of Value - Sale Comparable Report

SUBJECT		COMPARABLE SALE NO. 1		COMPARABLE SALE NO. 2		COMPARABLE SALE NO. 3	
515 M Street Northeast, Washington, District of Columbia, 20002		1013 EVARTS ST NE WASHINGTON, District of Columbia, 20018		907 JACKSON ST NE WASHINGTON, District of Columbia, 20017		2144 R ST NE WASHINGTON, District of Columbia, 20002	
							
Proximity to Subject		1.36 miles		1.67 miles		1.41 miles	
Sale Price		\$ 440,000.00		\$ 515,000.00		\$ 500,000.00	
Sale Price/Gross Living Area		\$ 429.69		\$ 418.02		\$ 396.83	
Sale Price/Gross Living Area		\$ 429.69		\$ 418.02		\$ 367.65	
VALUE ADJUSTMENTS		DESCRIPTION		DESCRIPTION		DESCRIPTION	
Date of Sale		08/15/2017		04/21/2017		12/20/2017	
Site (SF)		1,800		5,297		3,302	
Exterior		BRICK		VINYL		BRICK	
Year Built		1890		1918		1926	
Bathroom Count		2		1		1	
Total Living Area (SF)		1,024		1,232		1,260	
Basement		Yes		Yes		Yes	
Basement Area (SF)		155		N/A		N/A	
Garage/Carport		0 / 0		0 / 0		0 / 0	
Porch		No		No		No	
Patio		No		No		No	
Deck		No		No		No	
Pool		No		No		No	
Fireplace(s)		0		0		1	
Net Adjustment (Total)		\$ -1,240.00		\$ -7,080.00		\$ -800.00	
Adjusted Sale Price of Comparables		\$ 513,760.00		\$ 492,920.00		\$ 324,200.00	
Initial Estimate of Value:		\$ 440,000.00		\$ 391.21		\$ 366.74	

### Additional Owner Adjustments

- Needs a new roof or repairs	\$ 0.00
- Needs new Heating/AC system	\$ 0.00
- Renovate Kitchen	\$ 0.00
- Renovate 0 bathrooms	\$ 0.00
- Replace windows (energy efficient)	\$ 0.00

**FINAL OWNERSHIP ESTIMATE OF VALUE \$ 440,000.00**