

ASSESSMENT SOLUTIONS

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 mail from DC with a hearing date for your property
- ☐ Select Written, Telephone or In-Person hearing
- ☐ Print, Sign and Date form

Deadline to postmark the appeal is April 01, 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 01, 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: 9876543210 _____ E-mail: kunal@mailinator.com

* Required information

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

<input checked="" type="checkbox"/> Estimated Market Value	Examples: •recent written appraisal •recent settlement statement •property insurance documents
<input checked="" type="checkbox"/> Equalization	Example: a listing of properties that you consider to be comparable to your property.
<input type="checkbox"/> Classification	Indicate current use of the property, and date the use started: Date: _____ [] Residential [] Commercial [] Mixed Use 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.
<input type="checkbox"/> Property Damage or Condition	Examples: •cost estimates •damage claims.
TY 2018 TOTAL VALUE: \$ 583,170.00 REQUESTED TY 2018 TOTAL VALUE: \$ 440,000.00	

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 01st. 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 4th 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		1429 KEARNY ST NE WASHINGTON, District of Columbia, 20017		1811 PROVIDENCE ST NE WASHINGTON, District of Columbia, 20002		2713 17TH ST NE WASHINGTON, District of Columbia, 20018	
							
Proximity to Subject		1.89 miles		0.93 miles		1.69 miles	
Sale Price	\$ 440,000.00	\$ 358,330.00		\$ 415,000.00		\$ 505,000.00	
Sale Price/Gross Living Area		\$ 246.78		\$ 357.76		\$ 244.43	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	\$ Adjustment	DESCRIPTION	\$ Adjustment	DESCRIPTION	\$ Adjustment
Date of Sale	08/15/2017	02/28/2017	--	01/09/2017	--	11/29/2017	--
Site (SF)	1,800	3,375	--	2,844	--	4,025	--
Exterior	BRICK	BRICK	--	BRICK	--	CONCRETE	--
Year Built	1890	1945	--	1928	--	1923	--
Bathroom Count	2	1	\$ 5,000.00	2	\$ 0	2	\$ 0
Total Living Area (SF)	1,024	1,032	\$ -240.00	1,160	\$ -4,080.00	1,472	\$ -13,440.00
Basement	Yes	Yes	--	Yes	--	Yes	--
Basement Area (SF)	155	N/A	--	N/A	--	N/A	--
Garage/Carport	7 / 1	0 / 0	\$ 35,000.00	0 / 0	\$ 35,000.00	0 / 0	\$ 35,000.00
Porch	No	No	\$ 0	No	\$ 0	No	\$ 0
Patio	Yes	No	\$ 0	No	\$ 0	No	\$ 0
Deck	No	No	\$ 0	No	\$ 0	No	\$ 0
Pool	No	No	\$ 0	No	\$ 0	No	\$ 0
Fireplace(s)	8	No	\$ 40,000.00	0	\$ 40,000.00	1	\$ 35,000.00
Net Adjustment (Total)			\$ 82,260.00		\$ 73,420.00		\$ 59,060.00
Adjusted Sale Price of Comparables		\$ 440,590.00	\$ 426.93	\$ 488,420.00	\$ 421.05	\$ 564,060.00	\$ 383.19
Initial Estimate of Value:		\$ 440,000.00					

Additional Owner Adjustments

- Needs a new roof or repairs	\$ 0.00	
- Needs new Heating/AC system	\$ 0.00	\$8000 to \$12000
- Renovate Kitchen	\$ 0.00	\$15000 to \$50000
- Renovate 0 bathrooms	\$ 0.00	\$8000 to \$30,000/EACH
- Replace windows (energy efficient)	\$ 0.00	\$750 to \$1500 per window

Provide a brief description of these adjustments:

Typical estate is \$7.50 psf of roof area, or 1.5 x first floor square footage x \$7.50. (Example - 1st floor is 2,000 sq. ft. 1.5 x 2,000 x \$7.50 = \$22,500)

FINAL OWNERSHIP ESTIMATE OF VALUE \$ 440,000.00