ATTACHMENT B: SUBSTANTIAL ECONOMIC OR BUSINESS ENTITY HARDSHIP

OVERVIEW

The term Substantial Economic or Business Entity Hardship is not defined in DC Code § 42-3131.06a(c)(1). The Department of Buildings (DOB) makes an Economic Hardship determination based upon the facts and circumstances presented by the applicant.

In determining Substantial Economic or Business Entity Hardship for a property owned by a business entity (i.e., Limited Liability Company, corporation, partnership, etc.), you must provide the following documentation:

1. **Vacant Building Response Form (VBRF)** filled out in its entirety specifying the Tax Year that the relief is being requested;
2. **Complete copies of the business's Federal tax returns** from the previous two(2) years, including all schedules;
3. **Complete copies, including all schedules, of the most recent Federal income tax return** for principals, general partners, managing members, and affiliates;
4. If the most recent Federal Income Tax Return has not been filed, a year- end profit-and-loss statement and balance sheet for that tax year;
5. **A current year-to-date profit-and-loss statement**;
6. **Notarized statement** explaining all the circumstances in detail on why you are seeking the Economic Hardship and how the Class 3 Vacant tax classification is negatively impacting the business; and
7. **Documents to support the notarized statement**, for example, legal documents related to court actions (i.e., Chapter 11 Bankruptcy filings).

If you have questions regarding the documents needed to support your notarized written statement and

QUESTIONS

Financial Ledger, please contact the Vacant Buildings Administration at dob.blight-economichardship-appeals@dc.gov.

HOW TO SUBMIT ATTACHMENT B

After you have filled out Attachment B, it should be emailed to dob.blight-economichardship-appeals@dc.gov.

ATTACHMENT B: SUBSTANTIAL ECONOMIC OR BUSINESS ENTITY HARDSHIP, *CONTINUED*

STEP 1: PROPERTY INFORMATION

Square	Suffix	Lot	Fiscal Year to Evaluate ☐ 1st half: Oct. 1— March 31, 20____ ☐ 2nd half: April 1— Sept. 30, 20____
Property Address			
Owner Name			
Owner Phone		Owner Email	
Owner Mailing Address			
Agent Name (If Applicable)			
Agent Phone		Agent Email	
Agent Address			

ATTACHMENT B: SUBSTANTIAL ECONOMIC OR BUSINESS ENTITY HARDSHIP, *CONTINUED*

STEP 2: AFFIDAVIT

Please read this form carefully and completely before signing. You must complete and submit this Affidavit form with your application for a vacant building exemption.

I, _____(insert full name(s) of owner(s)) certify that the information and documentation in the vacant building exemption application for building address _____(the "Application") is true and correct.

1. I understand that by submitting this Application, DOB may conduct an investigation to ascertain the veracity of the information provided.
2. I agree to provide all requested documents and to respond to DOB questions regarding this Application in a timely manner.
3. I understand that the documents requested in the applicable Administrative Bulletin and Attachment are required as supporting documentation to accompany my Application under DC Code § 42-3131.06a(c)(1). I understand that completing and submitting this Application does not guarantee that my Application will be approved.
4. I understand that by submitting my Application, I am verifying that its information is true and correct. I understand that making of a false statement is punishable by criminal penalty.

STEP 3: CERTIFICATION

Owner Signature		Date
Print your Name	Phone Number	Email Address
Co-Owner Signature (if applicable)		Date
Print your Name	Phone Number	Email Address

District of Columbia

This record was acknowledged before me on _____by _____

Date Name(s) of Individual(s)

Seal

_____

Notary Public Signature, Title (and Rank)

My commission expires:

_____