

ENTER FISCAL YEAR

DC Department of Buildings
Office of Residential Inspections
1100 4th Street, SW
Washington, DC 20024

OFFICE USE ONLY

Tel: (202)671-3500 | Email: vacantbuildings@dc.gov

VACANT BUILDINGS RESPONSE FORM

PROPERTY INFORMATION

SQUARE

SUFFIX

LOT

PROPERTY ADDRESS

OWNER NAME

OWNER PHONE

OWNER EMAIL

OWNER MAILING ADDRESS

AGENT NAME (IF APPLICABLE)

AGENT PHONE

AGENT EMAIL

AGENT MAILING ADDRESS

STEP 1

Fill out all information

READ COMPLETELY AND SIGN

I certify that I have checked the DOB Agency Performance Dashboard and it shows that I do not owe any money to DOB. I further certify that I confirm with DOB.civilinfractions@dc.gov that I do not owe any money to DOB.

By signing below I acknowledge that the foregoing is true and that a making of a false statement is punishable by criminal penalties pursuant to D.C. Code § 22-2405.

Name: _____

Date: _____

STEP 2

Read and sign here.



IT IS VERY IMPORTANT THAT YOU SUPPLY ALL OF THE REQUIRED DOCUMENTS LISTED NEXT TO YOUR SELECTION BELOW.

YES, MY PROPERTY IS VACANT and certify that it meets the Vacant Building Maintenance Requirements in D.C. Code §42- 3131.12
I will be taxed at the Class- 3 rate.

Include registration fee payment of \$250.00


OR


NO, MY PROPERTY IS OCCUPIED
If approved, my current tax rate will not change.

Water, and any other utility bills, for the period when the building became occupied. If a commercial property , please also include a Certificate of Occupancy.

RESPONSE (CHECK ONE)



RESPONSE (CHECK ONE)	<input type="checkbox"/> MY PROPERTY IS EXEMPT (CHECK ONE BELOW) If approved, my tax rate will not change for this fiscal year.		STEP 3 Select one option and attach the supporting documents listed. 
	<input type="checkbox"/> THE PROPERTY IS UNDER ACTIVE CONSTRUCTION	List building permit number(s) must have been issued, renewed, or extended within 12 months of the required registration date. _____	
	<input type="checkbox"/> THE OWNER IS ACTIVELY SEEKING TO SELL OR RENT THE PROPERTY and I certify that it meets the Maintenance Requirements in DC CODE §42-311.12	Attach listing agreement with realty agent contract information AND MRIS or MLS electronic listing.	
	<input type="checkbox"/> THE PROPERTY IS SUBJECT OF A PROBATE PROCEEDING OR THE TITLE IS THE SUBJECT OF LITIGATION	Attach current deed showing ownership AND copy of Letter of Assignment showing your authority over property And court documents showing case is active.	
	<input type="checkbox"/> THE PROPERTY IS SUBJECT OF A PENDING APPLICATION BEFORE THE A.D.C. DEVELOPMENT BOARD.	Attach copy of your filed application for hearing with a particular board commission.	
	<input type="checkbox"/> I AM SEEKING AN ECONOMIC HARDSHIP EXEMPTION	Refer to hardship checklist and Administrative Bulletin for guidelines.	

CERTIFICATION	I, the undersigned owner or agent, certify that I have read all information on this application. The information I have provided on this form is complete and accurate. If I am not the owner, I certify that I have the authority from the owner to make such certification and decisions about the above property. I understand that filling a false statement on this form may subject me to further penalties.		STEP 3 Sign and date. 
	Signature	Date	