ENTER FISCAL YEAR

DC Department of Buildings Office of Residential Inspections 1100 4th Street SW Washington, DC 20024 Tel: (202) 442-4332 Fax: (202) 442-9564 dob.dc.gov OFFICE USE ONLY

VACANT BUILDING RESPONSE FORM

	SQUARE	SUFFIX	LOT					
TÌON	PROPERTY ADDRESS							
	OWNER NAME							
ORMA'	OWNER PHONE		OWNER EMAIL		- STEP 1 Fill out all of this information			
PROPERTY INFORMATION	OWNER MAILING ADDRESS							
PROP	AGENT NAME (IF APPLICABLE)							
	AGENT PHONE	-	AGENT EMAIL	AGENT EMAIL				
	AGENT MAILING ADD	AGENT MAILING ADDRESS						
	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 confirmed with DCRA.civilinfractions@dc.gov that I do not owe any money to DOB.							
		Step 2						
					Read and sign here			
		Name:		Date	÷			
E)	IT IS VERY IMPORTANT THAT YOU SUPPLY ALL OF THE REQUIRED DOCUMENTS LISTED NEXT TO YOUR SELECTION BELOW.							
(ESPONSE (CHECK ONE)	YES, MY PROPERTY IS VACANT and I 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.							
RESPONSE				Water, and any other utility bills, for the period when the building became occupied. If a commercial property, pleas also include a Certificate of Occupancy.	e			



		,	MY PROPERTY IS EXEMPT (CHECK ONE BELOW).		STEP 3
			THE PROPERTY IS UNDER ACTIVE CONSTRUCTION	List building permit number(s). Permit(s) must have been issued, renewed, or extended within 12 months of the required registration date.	Select ONE option and attach the supporting documents listed
			THE OWNER IS ACTIVELY SEEKING TO SELL OR RENT THE PROPERTY and I certify that it meets the Vacant Building Maintenance Requirements in D.C. Code §42-3131.12.	Attach listing agreement with realty agent contact information AND MRIS or MLS electronic listing.	<
ĺ			THE PROPERTY IS THE 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.	
			THE PROPERTY IS THE SUBJECT OF A PENDING APPLICATION BEFORE A D.C. DEVELOPMENT BOARD.	Attach a copy of your filed application for a hearing with a particular board or commission.	
			I AM SEEKING AN ECONOMIC HARDSHIP EXEMPTION.	Attach supporting documentation.	
c	omple	te and	is application. The information I have provided on this form is rom the owner to make such certification and decisions about y subject me to further penalties.		
5	Signatu	Ire	e e e e e e e e e e e e e e e e e e e	Date	

Submit online at dob.dc.gov or mail the completed form, and any applicable required supporting documentation or payment, to the address above.

