

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

PROPERTY INFORMATION	SQUARE	SUFFIX	LOT	STEP 1 Fill out all of this information ←
	PROPERTY ADDRESS			
	OWNER NAME			
	OWNER PHONE	OWNER EMAIL		
	OWNER MAILING ADDRESS			
	AGENT NAME (IF APPLICABLE)			
	AGENT PHONE	AGENT EMAIL		
	AGENT MAILING ADDRESS			

IT IS VERY IMPORTANT THAT YOU SUPPLY ALL OF THE REQUIRED DOCUMENTS LISTED NEXT TO YOUR SELECTION BELOW.			
RESPONSE (CHECK ONE)	<input type="checkbox"/> 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.	include registration fee payment of \$250.00	STEP 2 Select ONE option and attach the supporting documents listed ←
	OR		
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> MY PROPERTY IS EXEMPT (CHECK ONE BELOW). If approved, my tax rate will not change for this fiscal year.		
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> 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.	
<input type="checkbox"/> I AM SEEKING AN ECONOMIC HARDSHIP EXEMPTION.	Attach supporting documentation.		

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 filing a false statement on this form may subject me to further penalties.		STEP 3 Sign and date ←
	Signature	Date	

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