

ENTER FISCAL YEAR
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**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
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**VACANT BUILDING RESPONSE FORM**

<b>PROPERTY INFORMATION</b>	SQUARE	SUFFIX	LOT	<b>STEP 1</b> 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			

<b>RESPONSE (CHECK ONE)</b>	<b>READ COMPLETELY AND SIGN</b>	<b>Step 2</b>  Read and sign here ←
	<p>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.</p> <p>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.</p> <p>_____</p> <p>Name: _____ Date: _____</p>	

<b>RESPONSE (CHECK ONE)</b>	<b>IT IS VERY IMPORTANT THAT YOU SUPPLY ALL OF THE REQUIRED DOCUMENTS LISTED NEXT TO YOUR SELECTION BELOW.</b>	
	<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
<b>OR</b>		
<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.	

<b>RESPONSE (CHECK ONE)</b>	<input type="checkbox"/> <b>MY PROPERTY IS EXEMPT (CHECK ONE BELOW).</b> If approved, my tax rate will not change for this fiscal year.		<b>STEP 3</b> Select <b>ONE</b> option and attach the supporting documents listed ←
	<input type="checkbox"/> <b>THE PROPERTY IS UNDER ACTIVE CONSTRUCTION</b>	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"/> <b>THE OWNER IS ACTIVELY SEEKING TO SELL OR RENT THE PROPERTY</b> 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"/> <b>THE PROPERTY IS THE SUBJECT OF A PROBATE PROCEEDING OR THE TITLE IS THE SUBJECT OF LITIGATION.</b>	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"/> <b>THE PROPERTY IS THE SUBJECT OF A PENDING APPLICATION BEFORE A D.C. DEVELOPMENT BOARD.</b>	Attach a copy of your filed application for a hearing with a particular board or commission.	
	<input type="checkbox"/> <b>I AM SEEKING AN ECONOMIC HARDSHIP EXEMPTION.</b>	Attach supporting documentation.	
<b>CERTIFICATION</b>	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.		<b>STEP 4</b> Sign and date ←
	Signature	Date	

Please submit your form and any supporting documents via email to [vacantbuildings@dc.gov](mailto:vacantbuildings@dc.gov).

You may also mail your form and materials to:

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

