

VACANT PROPERTY EXEMPTION APPEAL

Department of Consumer & Regulatory Affairs
Office of the Deputy Director
941 North Capitol Street, NE, Suite 9500
Tel: (202) 442-8937 Fax: (202) 442-9445

Please print clearly in ink

WHO MAY FILE AN APPEAL

The owner or the owner's agent may file an appeal with the Office of the Deputy Director.

INSTRUCTIONS FOR FILING AN APPEAL

You must appeal within **15 calendar days** of the *Delinquency Determination or Denial/Revocation of Registration by completing this form.* 2) Photocopy this form and your supporting documents. 3) Keep the copies for your records. 4) Send the originals to the address above.

A. PROPERTY INFORMATION

SQUARE	SUFFIX	LOT	TAX YEAR
VACANT PROPERTY ADDRESS			
OWNER NAME			PHONE
OWNER MAILING ADDRESS	FAX:	EMAIL:	
AGENT NAME (IF APPLICABLE)			PHONE
AGENT ADDRESS	Fax:	Email:	
Residential Property <input type="checkbox"/> or Commercial Property <input type="checkbox"/>		Are you asking to appear at your appeal?	Yes <input type="checkbox"/> No <input type="checkbox"/>

B. VACANT PROPERTY REGISTRATION EXEMPTIONS

If you are *not* filing your appeal based on one of the categories below, attach an explanation of why you believe your property should be exempt. If you are filing this appeal under one of the below categories, please check () the appropriate box.

Exemption Category	Supporting Attachments	
1. Please remove my building from the vacant building list. My building is NOT vacant; it is occupied. You must complete this form, with supporting attachments.	Documentation for period when building became occupied. Examples: water, gas, electric bills; Deed.	<input type="checkbox"/>
2. United States Government-owned.	Documents such as a Deed.	<input type="checkbox"/>
3. Foreign Government-owned.	Documents such as a Deed.	<input type="checkbox"/>
4. The property is under active construction, rehabilitation, renovation, or repair and has valid building permit(s) to make it fit to live in. A DCRA inspector will confirm construction site activity.	Copies of building permit and supplemental permits (electrical, mechanical, plumbing, if applicable). Building permit was issued, renewed or extended within 12 months of the required registration date.	<input type="checkbox"/>
5. The owner is actively seeking to sell or rent the property. Once applied, this exemption is only available for 12 months for residential, 24 months for commercial, 90 days for rental.	Listing agreement with realty agent contact information; documents showing ownership (Deed, settlement agreement).	<input type="checkbox"/>
6. The building was occupied at the time of a fire, flood, or casualty, which occurred within the preceding 12 months and the fire, flood, or casualty was not caused by the owner:	Documents to prove these events. Examples: insurance claim, fire, police report; medical documents; DCRA inspections report.	<input type="checkbox"/>
7. The property is subject of a probate proceeding or the title is the subject of litigation. Once applied, this exemption is only available for 24 months – and does NOT apply to actions related to foreclosure of the right of redemption brought under DC Official Code Title 47 Chapter 13A.	Current Deed to show ownership; copy of Probate Court Certificate/Letter of Assignment showing your authority over property; court documents showing case is active.	<input type="checkbox"/>
8. The property is the subject of a pending application for development that requires approval of the Board of Zoning Adjustment, Zoning Commission, Commission on Fine Arts, Historic Preservation Review Board, Mayor's Agent for Historic Preservation, or National Capital Planning Commission. Once applied, this exemption is only available for 12 months.	Any documents given to the board that must give you approval; applicable building and supplemental permits; and certificate of occupancy.	<input type="checkbox"/>
9. The property is owned by the District of Columbia.	Copy of supporting documents such as a Deed.	<input type="checkbox"/>
10. Special exemptions from the Director of DCRA.	Copy of documents supporting your request for a special exemption.	<input type="checkbox"/>

C. 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 Vacant Property. I understand that filing a false statement on this form may subject me to further penalties.

Signature	Date	Phone
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1. A Notice of Final Determination will be issued within 30 days after your Vacant Property Appeal Form has been received.
2. You have the right to appeal an adverse decision to the Board of Real Property Assessment and Appeals (BRPAA), 441 4th Street, NW #430S, Washington, DC 20001, (202) 727-6860. The deadline to file an appeal with BRPAA is 45 days after the date the Office of Vacant Property issues your Notice of Final Determination.