

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE OF THE CHIEF FINANCIAL OFFICER**  
**OFFICE OF TAX AND REVENUE**



## LETTER OF AGENT AUTHORIZATION

This letter authorizes \_\_\_\_\_ (designated agent), located at \_\_\_\_\_ (address), \_\_\_\_\_ (email), and (\_\_\_\_\_) \_\_\_\_\_ (phone), to act in my/our behalf as agent in all matters pertaining to the ad valorem tax and/or assessment and classification on real property located in the District of Columbia, described below, and to review any and all documents relating to the assessment, classification and taxation of the property. Specifically, this property is described as:

Square \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record \_\_\_\_\_

This letter of agent authorization pertains to Tax Year \_\_\_\_\_ only.

This letter of agent authorization grants the authority to the agent named above to request and examine confidential records, discuss any appeal, and to agree to and sign a binding stipulation agreement with the Office of Tax and Revenue regarding the ad valorem tax and/or assessment and classification on the above-described property at any time prior to filing a petition with the Tax Division of the Superior Court of the District of Columbia.

If this letter of agent authorization is signed by an individual as an officer of an organization (corporation, partnership, etc.) that is the owner of record, documents exhibiting the authority of that individual to sign on behalf of the organization must be attached and made part of this letter of agent authorization. The filing of the Letter of Agent Authorization automatically revokes all previous agent authorizations with the Office of Tax and Revenue for the years covered by this document and will remain in effect until the owner of record revokes it in writing.

If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee, on behalf of the owner, I certify that I have the authority to execute this form on behalf of the owner. Making a false statement is punishable by criminal penalties under the laws of the District. D.C. Code § 22-2405.

Owner's (or Officer's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Officer's Title: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

A Letter of Agent Authorization filed during the Public Emergency and Public Health Emergency in 2021 shall not be required to be notarized.