

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



Public Space Rental Administration Change of Address Form

In order to update our records, please complete this form and mail it to **Office of Real Property Tax Administration, Attention: Operations Unit, 1101 4th Street, S.W., Suite 550-W, Washington, D.C. 20024, or email it to ops.rpta@dc.gov.**

Thank you in advance for your assistance. If you have additional questions, please do not hesitate to contact **Torrell Thomas at (202) 442-6769 or Natalie Johnson at 202 442 6652, during the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.**

Instructions: Complete the following information in its entirety.

Square:	Suffix:	Lot:
ID#:		
Name/ Company:		
Property Address:		
Old Mailing Address:		

New Mailing Address:

(Name/Company) _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____

Signature _____ Date: ____/____/____

Date update by OTR: _____

Processed by: _____

Date sent to DDOT: _____