

AD-101 New Owner- First Level Administrative Review Application



You Must File Your Appeal within Forty-Five(45) days of the date of transfer or April 1, 2025, whichever is later. In order to appeal your proposed value, the transfer must have occurred on or before September 30, 2025. Print in CAPITAL letters using black ink. Leave lines blank that do not apply.

PART 1 - OWNER'S INFORMATION

Owner's First Name

M.I. Last Name

Email address

Contact Number

Date of Transfer (mmddyyyy)

Recordation Instrument Number:

PART 2 - PROPERTY INFORMATION

Property address (number and street) -REQUIRED

Quadrant

Square

Suffix

Lot

Unit Number

Zip Code +4

PART 3 - APPEAL REASONS

Please indicate the basis for your appeal (examples of supporting documentation are shown below)

☐ Estimated Market Value

Examples:

- Recent written appraisal
- Recent settlement statement
- Property Insurance documents

☐ Equalization

Example: A listing of properties that you consider to be comparable to your property.

☐ Classification

Indicate current use of the property, and date the use started:

Date

☐ Residential

☐ Commercial

☐ Mixed Use

Note: If the appeal is based on Class 3 or Class 4 classification, do NOT use this form, call (202) 671-3500 for appeal information.

☐ Property Damage or Condition

Examples:

- cost estimates
- damage claims

Assessed Value: \$

Requested Value: \$

PART 4 - SIGNATURE

Please select your preferred hearing method:

☐ Written

☐ Telephone

☐ In-Person

Will you be appealing any other properties? : ☐ Yes, If Yes, please complete an appeal application for each

☐ No

Owner (or Agent) signature

Date (mmddyyyy)

Daytime phone

Evening phone

Printed First name

M.I.

Last name

If you are not the owner, or if a company is the owner, a Letter of Agent Authorization must be attached. Assessment information about your property and comparable properties may be found on our online portal www.MyTax.DC.gov, under "Real Property", or call (202) 727-4TAX(4829), for assistance.

MAIL TO: Office of Tax and Revenue, 1101 4th Street SW, 4th Fl, Washington, DC 20024

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



The Office of Tax and Revenue (OTR) strives to assess property at 100% of estimated market value. Generally, estimated market value means the most probable price that a buyer would pay a willing seller on the open market. As the property owner, you are given the opportunity to dispute the assessment of your real property through a formal appeal process. The process involves three levels of appeal, beginning with the First Level Administrative Review. Subsequent steps include appealing before the Real Property Tax Appeals Commission and DC Superior Court. You must, however, start at the First Level with OTR before proceeding to the next levels of appeal. In order to appeal the assessment of your property at First level, please complete the First Level Administrative Review Application.

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