

REAL PROPERTY TAX APPEALS COMMISSION REAL PROPERTY HOMESTEAD APPEAL FORM INSTRUCTIONS

BEFORE FILING AN APPEAL

1. You will be expected to provide the Tax Year(s) that the Homestead deduction was denied.
2. You will be expected to provide the date that you were notified the Homestead Exemption was denied.
3. Be prepared to state why you are eligible for the homestead exemption.
4. Decide whether or not you desire a personal appearance before the Commission to explain your appeal.
5. You will be expected to prove and support your appeal.
6. Prior to filing, collect all available supporting evidence to be submitted with the appeal. **IN ORDER TO BE CONSIDERED BY THE COMMISSION, ALL SUPPORTING EVIDENCE MUST BE SUBMITTED WHEN THE APPEAL IS FILED WITH THE COMMISSION.**

INSTRUCTIONS FOR FILING AN APPEAL

1. PRINT or TYPE the answers to item 1 through 6 on the front of this form attach the first level appeal decision notice from the Office of Tax and Revenue's Homestead Unit.
2. Be sure to indicate the SQUARE and LOT and Tax Year(s) on the appeal form AND on ALL supporting documentation.
3. Supporting evidence such as pictures, appraisals (within one year), contracts, etc., should be attached to the appeal form. **IN ORDER TO BE CONSIDERED BY THE COMMISSION, ALL SUPPORTING EVIDENCE MUST BE SUBMITTED WHEN THE APPEAL IS FILED WITH THE COMMISSION.**
4. Photocopy appeal form and attachments for your records BEFORE filing. Mail or Deliver complete set of forms to:

REAL PROPERTY TAX APPEALS COMMISSION
One Judiciary Square
441 4th Street, N.W., Suite 360 North
Washington, D.C. 20001
(202) 727-6860

WHAT HAPPENS NEXT?

1. Each appeal received by the Commission on or before the deadline is filed according to its Square/Lot designation, scheduled, and reviewed by a panel of the Commission.
2. If you request an appearance before the Commission, you will be notified by mail or phone of your scheduled hearing. **If you do not request an appearance before the Commission, your appeal will be decided based on the information on the appeal form, supporting evidence submitted with the appeal and information from the assessor.**
3. **Petitioners have the right to appeal from an adverse decision of the Commission to the Superior Court of the District of Columbia under the applicable provisions of the D.C. Code. Appeals to Superior Court must be filed no later than September 30th of the same year. In order to file an appeal with the D.C. Superior Court, petitioners must pay full year taxes to the Office of Tax and Revenue.**