DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

OFFICE OF VACANT PROPERTY (OVP) REGISTRATION

ENFORCEMENT & COMPLIANCE ADMINISTRATION
1100 4th Street, SW, 5th Floor
Washington DC 20024
Tel: (202) 442-4332 Fax: (202) 442-9564 dcra.dc.gov

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 Vacant Property (OVP).

INSTRUCTIONS FOR FILING AN APPEAL

1. You must appeal within 15 days of the date the OVP issues you a *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

APPEAL #	SQUARE	SUFFIX	LOT

VACANT PROPERTY ADDRESS

OWNER NAME	PHONE

OWNER MAILING ADDRESS	Fax:	Email:

AGENT NAME (IF APPLICABLE)	PHONE

AGENT ADDRESS	Fax:	Email:

Residential Property ☐ or Commercial Property ☐	Are you asking to appear at your appeal?	Yes ☐	No ☐

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 is 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, phone, electric bills; Deed.	☐
2.	United States Government-owned.	Documents such as a Deed.	☐
3.	Foreign Government-owned.	Documents such as a Deed.	☐

4.	The property is under active construction, rehabilitation, renovation, or repair and has valid building permit(s) to make it fit to live in. **Permit #** | **Permit Issue Date** | | | | | | **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.	☐
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).	☐
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.	☐
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.	☐
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.	☐
9.	The property is owned by the District of Columbia.	Copy of supporting documents such as a Deed.	☐
10	Special exemptions from the Director of DCRA.	Documentation you received for your special exemption.	☐

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***	

WHAT HAPPENS NEXT?

1. If you ask to appear before the OVP, you'll be notified by mail and phone of the date and time you must appear. If you don't ask to appear, the OVP will decide your appeal based on the information on this form, the attachments, and information from the DCRA inspector.

2. The OVP will issue a Notice of Final Determination within 30 days after it gets your Vacant Property Appeal Form.

3. You have the right to appeal an adverse decision of the OVP to the Board of Real Property Assessment and Appeals (BRPAA), 441 4th St NW #430S, Washington, DC 20001, (202) 727-6860. ***The deadline to file an appeal with BRPAA is 45 days after the date the OVP issues your Notice of Final Determination.***