

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



Business Improvement District (BID) Change of Address Form

In order to update our records, please complete this form and send it as an attachment to ops.rpta@dc.gov, or you may fax it to (202) 478-5995, and or mail it to the Office of Real Property Tax Administration, Attention: Operations Unit, 1101 4th Street, S.W., Suite 550W, Washington, D.C. 20024. Thank you in advance for your assistance.

If you have additional questions, please do not hesitate to contact Kina Dunston at (202) 442-6665, during the hours of 9:00 a.m. to 3:30 p.m., Monday through Thursday or email ops.rpta@dc.gov.

Instructions: Complete the following information in its entirety.

Square:	Suffix:	Lot:
BID Name:		
Name/ Company:		
Property Address:		
Prior Mailing Address:		

✓ Check One:

- I no longer own this property as of / / ; Property sold to: _____
- Owner deceased as of / /
- I own the property, but have changed my mailing address.

New Mailing Address:

Name/Company _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____

Signature _____ Date: ____/____/____

Date Request Received by RPTA: _____

Date Request Completed by MAPS & TITLES: _____ *Processed by:* _____

Date Completed Form Returned to RPTA: _____