MISSION

The Real Property Tax Appeals Commission (RPTAC) is a newly-formed agency created by the repeal of its predecessor, the Board of Real Property Assessments and Appeals (BRPAA). The Commission convened for its first day of business on July 16, 2012.

The mission of the Real Property Tax Appeals Commission (RPTAC) is to conduct fair and impartial hearings to review disputed real property tax assessments (to ensure that properties are assessed at 100% of market value), to resolve claims of improper real property classifications, and homestead (domicile) and senior eligibility issues.

SUMMARY OF SERVICES

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to having to pay the real property taxes and sue for a refund in DC Superior Court.

MEMBERS	ROLE	TERM ENDING
Gregory Syphax	Chairperson	4/30/ 2022
Richard Amato, Esq.	Vice Chairperson	4/30/2023
May S. Chan	Commissioner	4/30/2022
Cliftine Jones	Commissioner	4/30/2022
Frank Sanders	Commissioner	4/30/2021
Stacie Scott	Commissioner	4/30/2023
Roderick Davis	Part-Time	4/30/2022
Edwin H. Dugas	Part-Time	4/30/2020
Wendy Gadson	Part-Time	4/30/2021
Alvin Jackson	Part-Time	4/30/2017
John Neil Ollivierra	Part-Time	4/30/2018
Trent Williams	Part-Time	4/30/2019
John Woods, Jr., Esq.	Part-Time	4/30/2023
Carlynn Fuller, Esq.	Executive Director	N/A
Donald Freeman	IT Specialist	N/A
Debra Spencer	Staff Assistant	N/A
Sophia Murray	Program Assistant	N/A
Vivian Thornton	Clerical Assistant	N/A

REAL PROPERTY TAX APPEALS COMMISSION

HOW TO FILE AN ASSESSMENT APPEAL PETITION WITH THE REAL PROPERTY TAX APPEALS COMMISSION

441 4th Street, NW
Suite 360 North
Washington, DC 20001
202-727-6860 (Office)
http://rptac.dc.gov

Hours of operation:
Monday – Friday
9:00 am – 5:30 p.m.

Process

Before you appeal to the Real Property Tax Appeals Commission you must file a first level appeal with the Office of Tax and Revenue (OTR), Assessment Division, **1101 4th Street, SW, Suite W270, Washington, DC 20024 (Not Judiciary Square)**

After the property owner/representative receives a Notice of First Level Appeal decision from the Office of Tax and Revenue, he/she has 45 days from the date of the Notice of 1st Level Appeal Decision issued by OTR to file a 2nd level appeal with the Real Property Tax Appeals Commission (RPTAC).

You can contact RPTAC in one of several ways to obtain the appeal form. You can call visit our website at http://rptac.dc.gov and either download the appeal form and either mail it, hand-deliver it; or, the most convenient way is to file it electronically. Instructions for electronic filing are provided on RPTAC's website.

Once you have completed the appeal form if you are filing paper copies you must submit the original and 4 copies of the appeal form, the Notice of 1st Level Appeal Decision with the accompanying Assessor's Worksheet and all supporting documents (appraisal, photographs, Income and Expense statements, list of comparable sales, etc.) at the time of filing. If you are filing electronically please follow the instructions provided on the agency's website. **The burden of proof is on the petitioner to prove the assessment is in error.**

You are given 20 additional days after the filing of your appeal to provide additional documentation to supplement the original filing if new information has become available that was not available prior to the filing deadline.

After filing your appeal it will be reviewed to determine that it has been properly and timely filed. If properly and timely filed, then one of the four copies of the appeal is sent to the Assessor of Record with OTR for comments/response before the hearing.

If the property is a single-family residential property and OTR did not provide the Assessor's Worksheet with the Notice of 1st Level Appeal Decision or if the worksheet was mailed but the Assessor of Record would like to provide an additional response, that response must be sent electronically or via mail to the Petitioner at least 10 days prior to scheduled hearing.

If the property is other than a single-family residential property and the OTR did not provide the Assessor's Worksheet with the Notice of 1st Level Appeal Decision or if the worksheet was mailed but the Assessor of Record would like to provide an additional response, that response must be made available for inspection and copying at least 7 days before the scheduled hearing.

Appearing Before the Commission

A Petitioner has a choice of either appearing before RPTAC in person or by telephone, or requesting what is called a "Non-Appearance". If a Petitioner chooses not to appear for a hearing, RPTAC will decide the appeal based on the information provided by the Petitioner and the comment/responses submitted by the Assessor.

If you choose to appear before RPTAC, there will be 3 members of the Commission present at the appeal hearing and also an assessor from the OTR.

You are not allowed to bring additional information to the hearing. All supporting /additional information must be submitted with the appeal form or in the Supplemental filing.

The hearings are scheduled in 30 minute time-slots; 10 minutes per party and the final 10 minutes are reserved for the Commissioners to question the Petitioner and/or OTR. The Panel will base their decision on the materials presented.

At the conclusion of the hearing, RPTAC has specific time frames within which to issue its decision. If the case is a residential case, the Commission has 30 days to render its decision. If the case is a commercial case, the Commission has 80 days to render its decision. Decisions will be mailed to the Petitioner and a copy to OTR. Decisions will also be posted to the RPTAC website.

Reconsideration/Rehearing

If the Petitioner believes that RPTAC has committed an error in rendering its decision, the Petitioner can request reconsideration within 15 days after the date on which RPTAC transmits its decision.

3rd Level Appeal

A Petitioner has a right to file a 3rd level appeal with DC Superior Court Tax Division by September 30 of the same tax year. For more information on that process you should contact the Court at (202) 879-1737.