



Government of the District of Columbia
 Office of Tax and Revenue
 Real Property Tax Administration
 Reply to: Assessment Division
 941 North Capitol Street, N.E., 4th Floor
 Washington, DC 20002



Dear Property Owner:

The Office of Tax and Revenue requests your cooperation in obtaining cost information regarding the property referenced on the enclosed form. Please complete the Schedule of Cost Form and return it to this office with the required documents on or before . This information is requested under the authority of DC Code § 47-821(d).

Failure to submit the required information by the due date may result in a penalty pursuant to DC Code § 47-821(d): There shall be added to the real property tax levied upon the property in question for the next enduring tax year the amount of (10) percent of said taxes.

The information you provided will be used to estimate the value of your property and will be held in accordance with DC Code § 47-1805.4.

Should you have any further questions, please contact your assessor, or Mr. Anthony Daniels, your Assessment Program Coordinator at (202) 442-6794.

Please return a copy of this cover letter with your form, and thank you for your attention to this matter.

Sincerely,

Anthony Daniels
 Assessment Program Coordinator

SCHEDULE OF COST

Government of the District of Columbia
Office of Tax and Revenue Division
Real Property Assessment
941 North Capitol Street, N.E., Suite 400
Washington, DC 20002

Square	Suffix	Lot(s)	Permit Number(s)

Property Address	ARN

Was a Certificate of Occupancy issued, or application made, for ANY portion of the property? Yes No

Date of Issue							
Date of Application							
Date Work Started							

Please check the items that apply to the project under construction.

<input type="checkbox"/> Addition	<input type="checkbox"/> Remodeling	<input type="checkbox"/> Alteration/Repair
<input type="checkbox"/> New Building	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Raze
<input type="checkbox"/> Other (Specify) _____		

PLANNED USE

RESIDENTIAL

Single Family

2-4 Units

COMMERCIAL

Retail or Service Business

Office Building

Apartment — 5 or More Units

Warehouse

Special Purpose

Complete the following information as it applies to the project under construction. Write N/A if not applicable.

Gross Building Area (GBA)	Net Rentable Area (NRA)
Above Grade GBA _____	Office Above Grade NRA _____
Below Grade GBA _____	Retail Above Grade NRA _____
Total GBA _____	Office/Retail Below Grade NRA _____
Floor Area Ratio (FAR) _____	Total NRA _____
	No. of Parking Spaces _____

Please submit the following information: Attach a certified copy of the following documents to the Schedule of Cost Form. (If not required for the project, write N/A in the blank).

Construction draw schedule as of _____ (as registered with the project's lender(s))

Detail of Construction Cost and Budget Report

Application and Certificate for payment AIA Documents G702 and G703)

CERTIFICATION: I hereby certify that all information regarding the construction/renovation of the subject property and the application for an issuance of certificate of occupancy is true and correct to the best of my knowledge and belief. Making a false statement as to material facts is punishable by criminal penalty pursuant to D.C. Code § 22-2514.

Print Name of Owner or Agent	Daytime Telephone Number
Signature	Date

SCHEDULE OF COST

Direct Cost: Item No.	Description	Actual Cost	Projected Cost
1.	General Contract Costs		
2.	Excavation & Grading		
3.	Concrete: Footings and Foundation		
4.	Framing and Slabs		
5.	Paving: Parking Areas, Driveways, Curbing, Misc.		
6.	Masonry		
7.	Steel		
8.	Carpentry		
9.	Lumber & Millwork		
10.	Plumbing		
11.	Electrical: Wiring		
12.	Fixtures		
13.	Dry wall and/or Plastering		
14.	Floor Covering		
15.	Wall Covering		
16.	Weather Stripping		
17.	Roofing & Sheet Metal		
18.	Insulation		
19.	Glazing		
20.	Tile Work: Ceramic (Floor & Walls)		
21.	Acoustic (Ceiling)		
22.	Asphalt or Vinyl (Flooring)		
23.	Painting		
24.	Windows, Doors, Hardware		
25.	Air-conditioning		
26.	Heating		
27.	Ventilating		
28.	Ironwork		
29.	Elevators		
30.	Blinds		
31.	Sprinklers		
32.	Antenna & Music Sound Systems		
33.	Ranges		
34.	Refrigerators		
35.	Miscellaneous Equipment		
36.	Labor — Skilled		
37.	Labor — Common		

