



Government of the District of Columbia
Department of Consumer and Regulatory Affairs

ATTACHMENT B

Business Entity Owned Property Undue Substantial Economic Hardship Checklist

The term Substantial Undue Economic Hardship (“Economic Hardship”) is not a defined term within D.C. Code § 42-3131.06. DCRA makes a determination regarding Economic Hardship based upon the facts and circumstances presented by the applicant.

With respect to determining Substantial Undue Economic Hardship for a property owned by a business entity (i.e., Limited Liability Company, corporation, partnership, etc.), you must provide the following documentation:

1. Vacant Building Response Form (VBRF) filled out in its entirety specifying the Tax Year that the relief is being requested;
2. Complete copies of the business’s Federal tax returns from the previous two (2) years, including all schedules;
3. Complete copies, including all schedules, of the most recent Federal income tax return for principals, general partners, managing members, and affiliates;
4. If the most recent Federal Income Tax Return has not been filed, a year-end profit-and-loss statement and balance sheet for that tax year;
5. A current year-to-date profit-and-loss statement;
6. Notarized statement outlining all the circumstances, explaining in detail, why you are seeking the Economic Hardship and how the Class 3 – Vacant tax classification is impacting the business in a negative manner; and
7. Documents to support the notarized statement, for example, legal documents related to court actions (i.e., Chapter 11 Bankruptcy filings).

If you have questions regarding the documents needed to support your notarized written statement and Financial Ledger, please contact the Program Manager for the Vacant Buildings Administration at blight-economichardship@dc.gov for assistance.



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AFFIDAVIT

TO THE APPLICANT: Please read this form carefully and completely before signing. You **must** complete and submit this Affidavit form with your application for a vacant building exemption.

I, _____ (*insert full name(s) of owner(s)*) certify that the information and documentation contained in the vacant building exemption application for building address _____ (the "Application") is true and correct.

1. I understand that by submitting this Application, DCRA may conduct an investigation to ascertain the veracity of the information provided therein.
2. I agree to provide all requested documents and to respond to DCRA questions regarding this Application in a timely manner.
3. I understand that the documents requested in the applicable Administrative Bulletin and Attachment described therein are required as supporting documentation to accompany my Application pursuant to District of Columbia Code § 42-3131.06. I understand that completing and submitting this Application does not guarantee that my Application will be approved.
4. I understand that by submitting my Application, I am verifying that the information provided in this Application is true and correct. I understand that the making of a false statement is punishable by criminal penalty.

Owner Signature Date

Print your Name Phone Number Email Address

Co-Owner Signature (if applicable) Date

Print your Name Phone Number Email Address

District of Columbia

This record was acknowledged before me on _____ by _____
Date Name(s) of Individual(s)

Please include email and phone number. _____
Notary Public

Seal

My commission expires: _____