



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
GREEN BUILDING DIVISION**

**Procedures for Creating and Terminating a Binding Pledge
Required as a Financial Security by the Green Building Act**

A property owner desiring to satisfy the financial security required for a construction project by the Green Building Act of 2006, effective March 8, 2007 (D.C. Law 16-234; D.C. Official Code §6-1451.05, as amended, together with any implementing regulations, the “**Green Building Act**”) by executing and recording a Binding Pledge per Section 6(b) of the Green Building Act shall follow the following procedure to create and to terminate a Binding Pledge.

Process for creating a Binding Pledge:

- 1) Applicant
 - a. Obtains applicable template from DCRA website. Follow the link below and click on “Certificate of Occupancy Review Process” <https://dcra.dc.gov/node/1421731>
 - b. Submits a completed template, with all required exhibits, to DCRA via email at DCRACS@dc.gov with “Binding Pledge” and project address in the subject field. This shall include a red-line version showing any changes.
- 2) Binding Pledge is reviewed for Technical and Legal Sufficiency
 - a. DCRA will perform Technical Sufficiency and electronically send directly to OAG for legal sufficiency review
 - b. Any questions should be addressed to OAG Contact and DCRA Contact noted below
- 3) Applicant makes final adjustments, signs/executes the pledge, and submits to DCRACS@dc.gov
- 4) Technical and Legal Sufficiency electronically execute the pledge.
- 5) Applicant
 - a. Records Binding Pledge on the Land Records at the Recorder of Deeds
 - b. Obtains a certified copy of the recorded Binding Pledge from the Recorder of Deeds
 - c. Submits the certified copy of the recorded Binding Pledge to DCRA

Process for Terminating a Binding Pledge:

- 1) Owner/ Applicant
 - a. Obtains applicable template from DCRA website. Follow the link below and click on “Certificate of Occupancy Review Process” <https://dcra.dc.gov/node/1421731>
 - b. Completes termination template, with all required exhibits including the Certificate of Completion with the LEED Certification Review Report attached.
 - c. Submits documents to DCRA via email at DCRACS@dc.gov with “Binding Pledge Termination” in the subject field. This shall include a red-line version showing any changes.
- 2) Termination is reviewed for Technical and Legal Sufficiency
 - a. DCRA will perform Technical Sufficiency and electronically send directly to OAG for legal sufficiency review
 - b. Any questions should be addressed to OAG Contact and DCRA Contact noted below
- 3) Applicant makes final adjustments, signs/executes the pledge, and submits to DCRACS@dc.gov
- 4) Technical and Legal Sufficiency electronically execute the Termination and send to DCRA Director for wet signature
- 5) If applicant is Lessee, Termination is sent to Office of the Deputy Mayor for Planning and Economic Development (DMPED) for signature.
- 6) Owner/ Applicant
 - a. Records Termination on the Land Records at the Recorder of Deeds (upon request project team may pick up wet signature page from DCRA).
 - b. Obtains a certified copy of the recorded Termination from the Recorder of Deeds
 - c. Submits the certified copy of the recorded Termination to DCRA

OAG Contact:	DCRA Contact
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