



How to access OTR'S Website

- Double click the Internet Explorer icon on your computer screen
- In the address line enter <http://www.cfo.dc.gov/>
- Press Enter

How to Access Sales Information on OTR's Website

- Click **Taxpayer Service Center**
- Click **Real Property Service Center**
- Click **Real Property Tax Database Search**
- Click **Search Real Property Sales Database**
- Enter one or more search items and then click the "Search Now" button
- Click **Square/Suffix/Lot** to view property detail and assessment information
- To view another property, click the "back" button to the **Search Real Property Sales Database** screen and repeat previous step

How to Access Assessment Information on OTR's Website

- Click **Taxpayer Service Center**
- Click **Real Property Service Center**
- Click **Real Property Tax Database Search**
- Click **Search Real Property Assessment Database**
- Enter one or more search items and click "Search Now" button
- Click **Square/Suffix/Lot** to view property detail and assessment information
- To view another property, click the "back" button to the **Search Real Property Assessment Database** screen and repeat the previous step



How to Access DC Assessment Sales Ratio Reports

- Click **Taxpayer Service Center**
- Click **Real Property Service Center**
- Click **Assessment Process**
- Click **Assessment Materials and Reports**
- Click **Assessment Ratio Survey Report** or **Assessor's Reference Materials** to view the desired study.
- To view a different assessment study, click the **"back"** button and repeat the previous step

How to Access DC Forms

- Click **Taxpayer Service Center**
- Click **Tax Forms/Publications**
Select **Real Property**
Drop down box will appear
- Click **Real Property General Forms**
- Click on the name of the form of choice
- To select a different form, click the **"back"** button and repeat the previous step

How to Access Appeal Information

- Click **Taxpayer Service Center**
- Click **Real Property Service Center**
- Click **Assessment Appeals**
- Click **Assessment First Level Appeal Application**
- To select a different option, click the **"back"** button and repeat the previous step