

Reminder List



October, 2016

DC Cooperative Housing Coalition Members !

Don't forget the following*:

Corporate Reports

- DCRA Biannual Corporate Reports – **April 1**, every 2 years (must be filed by ALL co-ops, even if NOT incorporated in DC) <https://corp.dkra.dc.gov/account.aspx/LogOn>
- Delaware Corporate Reports – **March 1**, every year.
(Delaware-incorporated co-ops only) www.corp.delaware.gov
- Maryland Corporate Reports – **April 15**, every year.
(Maryland-incorporated co-ops only) <http://dat.maryland.gov/businesses/Pages/default.aspx>
- Virginia Corporate Reports – Every year, by anniversary date of incorporation.
(Virginia-incorporated co-ops only) <http://www.scc.virginia.gov/clk/annual.aspx>

DC Basic Business License

- Business License – **Every 2 years** <http://dcra.dc.gov/service/verify-business-license>

Facilities Licenses – Every 2 Years

- DC Elevator Certificate of Inspection <http://dcra.dc.gov/service/elevator-inspections>
- DC Pool License <http://dcra.dc.gov/service/get-swimming-pool-license>

Facilities Inspections – Every Year

- Fire Alarm Inspection <http://fems.dc.gov/page/office-fire-marshal>
- Sprinkler System Inspection <http://fems.dc.gov/page/office-fire-marshal>

DC Real Property Taxes

- <http://otr.cfo.dc.gov/service/real-property-taxpayers>
- Filing of Homestead Deduction Forms for all qualifying residents – **April 1**, every year.
- Filing of Senior Citizen/Disabled Property Tax Relief Forms – **April 1**, every year.
- DC Real Property Tax Assessment Appeals – <http://otr.cfo.dc.gov/node/384012>
Filing Deadline **April 1**
- DC Real Property Tax Bills: 1st Half (October 1 - March 31) – Payment Due March 31
2nd Half (April 1 - September 30) – Payment Due September 15

DC Energy Benchmarking Reports

- Energy Data Report to DDOE – <http://doee.dc.gov/energybenchmarking>
April 1, every year

* **See Web Links for more information.** Some of these things may not apply to your cooperative, but there may be other things (not on this list) that will apply to you. Check with your cooperative's manager, lawyer and CPA. This general information is provided for our members' convenience, may change from time to time, and does not constitute legal advice or a definitive list of any individual cooperative's obligations.

- A thank you to Whiteford, Taylor & Preston, LLP for providing this helpful information •