

UNITED STATES PERMANENT MISSION TO THE
ORGANIZATION OF AMERICAN STATES
DEPARTMENT OF STATE
WASHINGTON, D.C. 20520

No. 26-B

The United States Mission to the Organization of American States presents its compliments to the Secretariat and the Permanent Missions of the Organization of American States (OAS) and has the honor to request assistance in verifying the accuracy of the Department of State's records concerning the location and use of real property in the United States that is owned, leased, or used by the OAS and the governments of its members for official purposes, including headquarters buildings, and the Permanent Missions, annexes, and residences.

Therefore, the Secretariat and the Permanent Missions are requested to provide the following information concerning properties owned, leased, or otherwise used for official purposes (and not otherwise reported by their diplomatic mission):

- The address of each property, including the number of the unit, suite, apartment, floor, or lot;
- For leased properties, also include the lease start and end dates; and
- The current use of each property.

In addition, the address of any personally leased or owned official residence of the Secretary General or Permanent Representatives is requested.

Permanent Mission to the

Organization of American States,

Washington, D.C. May 5, 2015



Moreover, the Secretariat and the Permanent Missions are asked to reconfirm the use of each property by including one of the following statements:

- a. No part of this property is or will be used for commercial purposes; or
- b. A portion or all of this property is or will be used for commercial purposes and the Secretariat or Permanent Mission understands that areas used for commercial purposes are not inviolable and may not be eligible for property tax exemption.
 - If a portion of the property is or will be used for commercial purposes, the Secretariat or Permanent Mission must provide the square footage of that portion.

Finally, the Secretariat and Permanent Missions are encouraged to share any additional information concerning their properties in the United States.

Enclosed is a template for guidance on submission of the requested property information. Failure to comply with this request could jeopardize the tax exemption status that is currently extended to these properties.

The Department would appreciate responses be sent by May 31, 2015 to OFMProperty@state.gov or by fax to 202-736-4145. Inquiries regarding this request may be directed to the Office of Foreign Missions (OFM) at 202-895-3500, option 5, or to OFMProperty@state.gov.

The United States Mission to the Organization of American States avails itself of this opportunity to renew to the Secretariat and Permanent Missions to the Organization of American States the assurances of its highest consideration.

Enclosure:

As stated.

TEMPLATE

<u>OWNED PROPERTIES</u>					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Purchase Date</u>	<u>Occupied By</u>	<u>Comments</u>	<u>Area Leased Out (Sq. Ft)</u>
OAS Secretariat	27 Lincoln Circle, NW Washington, DC 20007	4/4/1970			
Permanent Representative's Residence	2 Massachusetts Ave, NW Washington, DC 20008	1/8/2013		owned by the Permanent Representative	
Staff Residence	5 Washington Circle, NW, Apt 3 Washington, DC 20007	3/4/2015	John Doe		
*A portion of the properties below are used for commercial purposes					
OAS Mission	1111 2nd Avenue Washington, DC 20004	2/6/2013		floors 3-4 leased out Mission only occupies fl 1-2	2,005 square feet
<u>LEASED PROPERTIES</u>					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Lease Dates</u>	<u>Occupied By</u>	<u>Comments</u>	
OAS Mission Annex	5000 Pennsylvania Avenue, NW Floor 3 Washington, DC 20005	1/1/2011 - 12/31/2021			
Staff Residence	456 Old Georgetown Road Bethesda, MD 20817	4/15/2015 - 4/14/2017	Jane Smith		
Staff Residence	789 Constitution Ave, NW Apt 12 Washington, DC 20006	8/1/2013 - 7/31/2016	George Washington		