



Department of Housing and Community Development
Rental Accommodations Division
Housing Resource Center
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020 | (202) 442-9505

Instructions for Completing Registration or Claim of Exemption for Housing Accommodation

These instructions are to be used with a Registration or Claim of Exemption for Housing Accommodation (RAD Form 1). This form applies all rental units and housing accommodations.

When to Use This Form. All housing providers must register their housing accommodations or rental units with the Rental Accommodations Division. A registration or claim for exemption must be filed within thirty (30) days of acquiring ownership of or offering the housing accommodation or rental unit for rent. Certain housing accommodations or rental units are covered by the Rent Stabilization Program of the Rental Housing Act of 1985 (commonly called “rent control”). Other housing accommodations will be exempt from rent stabilization. There are a number of factors which will qualify a housing accommodation for an exemption. Use of this RAD Form 1 is required effective January 31, 2023.

If you require assistance, you may contact the Rental Accommodations Division on (202) 442-9505.

A housing accommodation is a building that contains one or more rental units and includes single family homes, apartment buildings, and condominium or cooperative units if offered rent. Dormitories, diplomatic housing, government-owned rental housing, and some assisted living/care facilities are not included and do not need to register.

Complete all applicable portions of this form and include copies of: (1) your unexpired basic business license; (2) most recently-issued certificate of occupancy (applicable for housing accommodations with 2 or more rental units); and (3) a copy of your recorded deed to the housing accommodation. Basic business licenses and certificates of occupancy are issued by the Department of Licensing and Consumer Protection ((202) 671-4500).

Note: Before a housing provider may legally issue a notice to vacate and file a complaint for possession to evict a tenant, the property must be licensed by the Department of Licensing and Consumer Protection and registered with the Rental Accommodations Division.

The information submitted on the Registration or Claim of Exemption for Housing Accommodation form must be updated within thirty (30) days of any change. Unless a new registration is required, use the Amended Registration (RAD Form 2) to file an update.

Completing the Registration or Claim of Exemption for Housing Accommodation Form.

Part 1, Housing Accommodation Address.

Street Number and Name. Fill in the housing accommodation street number and name.

(a) **One Street Address Per Form.** Register one street address for each registration form *except* for multi-building housing complexes with multiple addresses only if the housing complex operates under one basic business license. Multiple addresses must be listed on a separate page attached to the registration form.

(b) **Multi-Building Housing Complex.** If you operate a multi-building housing complex with more than one street address as a single business, enter “**Complex–Multi**” for the street number and name and attach a separate sheet listing all the required information for each address that is part of the complex in Part 1.

(c) **Cooperative Units.** For cooperative units rented out by the owner or proprietary leaseholder, you must attach an authorization letter from the cooperative association permitting the rental use of the cooperative unit

Quadrant. Fill in the quadrant (e.g., N.W., S.W., N.E., S.E.) of the housing accommodation or rental unit.

Zip Code. Fill in the housing accommodation or rental unit zip code.

Square, Suffix, Lot. Fill in the square, suffix (if applicable), and lot numbers of the housing accommodation or rental unit. This information will be found on your real property tax bill.

Ward. Fill in the ward number where the housing accommodation or rental unit is located.

Trade/Common Name. Fill in a trade/common name for the building if used (e.g., The Woodner Apartments).

Part 2A, Property Owner’s Business Information.

Name. Enter the owner’s name as it appears on the recorded deed.

Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the owner’s mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Business Type. If the owner is a business entity, check the applicable box.

Partners/Members/Owners. Provide the names of all partners/members/owners of the business entity. You may attach a separate sheet if needed.

Trade Name or Doing Business As. Fill in your trade name or doing business as (DBA) name.

Title Held by Multiple Persons. Check the box to indicate whether title to the housing accommodation is held by multiple persons. If you check “yes,” attach a list for each owner or complete Part 4, listing each owner, their mailing address (note that post office boxes or mailbox services are not acceptable), email address, and telephone number.

Part 2B, Sublessor’s Business Information.

If you are not the owner and are a tenant who is subletting the rental unit or housing accommodation, you must complete the Property Owner’s Business Information section listing each sublessor, mailing address (note that post office boxes or mailbox services are not acceptable), email address, and telephone number. Attach the owner’s written authorization

allowing you to sublet the rental unit or housing accommodation. You may attach a separate sheet if space is needed for multiple sublessors.

Part 2C, Registered Agent for Service of Process.

If the housing provider has a mailing address outside the District of Columbia or currently resides in the housing accommodation or rental unit but intends to vacate and then rent to a tenant, the housing provider shall appoint a registered agent to receive process. The registered agent must be a District of Columbia domiciliary and may be either an individual or a business entity. You must appoint a registered agent at the time you apply for a basic business license with the Department of Licensing and Consumer Protection ((202) 671-4500).

Registered Agent's Name. Fill in the registered agent's name.

Registered Agent's Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the registered agent's mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Part 2D, Property Manager

Property Manager's Name. Fill in the registered agent's name.

Property Manager's Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the registered agent's mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Business Type. If the property manager is a business entity, check the applicable box.

Trade Name or Doing Business As. Fill in the property manager's trade name or doing business as (DBA) name.

Name & Job Title of Primary Responsible Employee/Agent. Fill in if applicable.

Direct Email. Fill in property manager's direct contact email address.

Direct Telephone. Fill in property manager's direct telephone number.

Part 3, Housing Accommodation Description.

Building Structure/Type. Check the applicable box describing the rental unit or housing accommodation type. If you check "Other," fill in the structure or type.

Total Number of Rental Units. Fill in the number of each type of rental unit.

List All Rental Units. Check the box if you are attaching a separate page. Complete the unit number, the vacancy status, number of bedrooms, and either the current monthly rent charged or exemption reason (if applicable) for each rental unit. The exemption reason is listed in Part 4 of the form.

The Rental Housing Act of 1985 defines “**rent charged**” as “the entire amount of money, money’s worth, benefit, bonus, or gratuity a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit, its related services, and its related facilities, pursuant to the Rent Stabilization Program.” D.C. Official Code § 42-3501.03(29A).

Part 4A, Claim of Exemption.

If you are claiming that any rental unit listed in Part 3 is exempt from rent stabilization, you must check the applicable box(es).

Exemption A, Government Subsidies. Check if your property is a rental unit or housing accommodation owned by the federal or District of Columbia government or the mortgage or rent is government subsidized. Check applicable box(es). Enter the date the subsidy began. Attach a copy of proof of government ownership, contract, covenant, promissory note, or deed of trust. NOTE: If the subsidy is tenant-specific, rather than directly tied to the rental unit (e.g., Housing Choice Vouchers), enter the last lawfully determined rent charged under rent stabilization and file RAD Form 2 (Amended Registration) for the unit to claim this exemption.

Exemption B, New Construction. Check if your property is new construction or if some of the rental units were newly created and added to an existing structure. Check applicable box(es) and enter the certificate of occupancy date. You must attach a copy of the building permit or certificate of occupancy (applicable to properties consisting of 2 or more rental units) to the registration or claim for exemption form.

Exemption C, Small Landlord. Check if the property owner(s) is/are *natural* persons (not a business entity or trust) and if the owner(s) owns/own four (4) or fewer rental units or cooperative units in the District of Columbia. If the property is a cooperative unit check Box C **and** check Box E and attach a cooperative association letter authorizing the lease of the cooperative unit(s). Fill in the owner information and other rental unit information (as applicable).

Exemption D, Continuously Vacant. Check the applicable box indicating the timeframe from when the housing accommodation was continuously vacant and fill in the date when the housing accommodation was first reoccupied by tenants.

Exemption E, Cooperative Units. Check if one or more of the rental units are owned by a cooperative housing association and the proprietary lease(s) for those units are owned directly or indirectly by four or fewer *natural* persons who own four or fewer units together in the District of Columbia. Fill in the owner information and other cooperative unit information (if applicable). Attach a cooperative association letter authorizing the lease of the cooperative unit(s).

Exemption F, Building Improvement Plan. Check if the housing accommodation is under a building improvement program under the Apartment Improvement Program under the Housing and Community Development Act of 1974 (42 U.S.C. §§ 5301 *et seq.*). Fill in the certification date. You must attach a copy of the building improvement plan covenant or promissory note to the registration or claim for exemption form.

Exemption G, DHCD Assistance. Check if the housing accommodation received rehabilitation financing under a multifamily assistance program from the Department of Housing and Community Development. Fill in the date the assistance began. You must attach a copy of the

rehabilitation assistance covenant or promissory note to the registration or claim for exemption form.

Excluded Rental Units. If the housing accommodation must be registered but contains any excluded units (e.g., rental unit(s) operated by a foreign government as diplomatic housing, a care and treatment facility, a dormitory, or part of a non-profit services program approved by the Rent Administrator), list the units in Part 3 and mark “X” as the exemption reason. You must attach a copy of the Rent Administrator’s exclusion order to the registration or claim for exemption form.

Part 4B, Claim of Exemption.

Complete this section if you claim a small landlord exemption or if you are an individual cooperative association member. You must complete the owner information for all owners and information for each rental unit owned directly or indirectly by each owner. You may attach a separate sheet listing all the required information.

Small Landlord Exemption. Fill in all the names of the rental unit owners who have a direct or indirect ownership interest in the housing accommodation. The owners must be *natural* persons who directly or indirectly own four or fewer rental units in the District of Columbia.

Cooperative Association. Fill in all the names of the cooperative members holding a proprietary lease(s) for the rental unit(s) who have a direct or indirect ownership interest in the housing accommodation. The owners must be *natural* persons who directly or indirectly own four or fewer rental units in the District of Columbia. A cooperative association letter authorizing the lease of the rental unit must be attached to the registration or claim for exemption form.

Part 5, Related Services & Facilities for Rent Stabilized Properties Only.

Complete this section only if the rental unit or housing accommodation is rent stabilized. Check the applicable boxes for the unit and building services, facilities, and amenities.

Related services and related facilities are defined by the Rental Housing Act. This list does not cover all possible related services or facilities. Failure to include an item on this list does not mean that a housing provider is excused from any provision if a service or facility is in fact provided as part of the rent charged for a unit.

Part 6, Housing Regulation Compliance for Rent Stabilized Properties Only.

Part A. Check the applicable boxes of a separate sheet is attached or if copies of official notices of violations from the Department of Buildings (or former Department of Consumer and Regulatory Affairs) are attached. List each currently present housing code violation, its location, and date the condition was discovered. If you do not know of any existing violations, complete Part B.

Part B. Complete this section if the housing provider has duly inspected the housing accommodation and there are no known violations of the housing code. Sign, print signatory’s name, fill in date signed, and the housing provider’s name if the signatory is an agent or employee of the housing provider who was responsible for the inspection.

Part 7, Rate of Return for Rent Stabilized Properties Only.

Complete this section only if the rental unit or housing accommodation is rent stabilized. Enter the rate of return and attach a worksheet showing how you calculated the rate of return. Note that supporting documentation is not required. See the rate of return calculation example worksheet available at: www.dc.gov/service/rent-control.

The rate of return formula is: $\text{Net Income} \div \text{Equity} \times 100\% = \text{Rate of Return}$

Net Income is the:

	Maximum possible rental income
+	Maximum amount of other income
-	Operating expenses, management fees, property taxes, depreciation expenses, vacancy losses, uncollected rent and interest payments
÷	Equity in the housing accommodation
	the assessed value of the housing accommodation
-	the total value of all loans and encumbrances on the housing Accommodation
<hr/>	
x	100%
=	Rate of return

Part 8, Certification by Housing Provider.

The agent or housing provider must sign the Registration or Claim of Exemption Form (RAD Form 1) certifying the completeness and accuracy of the information represented. Print the name of the person signing the form, their title, and the date the form was signed.

Service on Tenant(s) and Filing with RAD.

- (a) **Filing with the Rental Accommodations Division.** You must file this Registration or Claim for Exemption (RAD Form 1) with the Rental Accommodations Division. The Rental Accommodations Division will review your registration form. If approved, you will receive a date stamped copy of the form with a registration number (for rent stabilized properties) or an exemption number (for exempt properties). Filing with the Rental Accommodations Division may be made by hand delivery, mail, or by electronic mail to dhcd.rad@dc.gov. If you file with the Rental Accommodations Division by electronic mail, the form must be in a portable document file (PDF) format. You must submit one form (with supporting documentation) per email with a limit of no more than ten (10) emailed filings per day. You accept the risk that an email or attachment may be delayed or disrupted by technical failure or defect.
- (b) **Service on Tenants.** You must serve each tenant with a true copy of the Registration or Claim for Exemption (RAD Form 1) within fifteen (15) days of your receiving a date stamped copy of the form from the Rental Accommodations Division:
1. Conspicuously post a copy of the form at a multi-unit housing accommodation and keep the copy of the Registration or Claim for Exemption (RAD Form 1) in place as long as the amended registration is valid; or
 2. If there is no suitable place for posting in a multi-unit housing accommodation or for a single rental unit, serving each tenant by:

- a. Handing the document to a responsible person in charge at the tenant's place of business or by handing the document to a person of suitable age and discretion at the tenant's usual place of residence; or
- b. U.S. Postal Service first-class mail, properly stamped and addressed to the tenant; or
- c. electronic mail to the tenant if the tenant previously consented in writing (and has not withdrawn the consent) to the electronic delivery of notices, petitions, or other documents.



Registration or Claim of Exemption for Housing Accommodation

RAD USE ONLY

C/O Number	BBL Number	Registration/Exemption No.	
Intake Rep.	Fee per Unit	Total Reg. Fee	Proof of Ownership

Instructions for Housing Providers

All housing accommodations in the District of Columbia must be registered with the Rental Accommodations Division (RAD), using this form. Any claim of exemption from rent stabilization must be filed using this form. Use this form to claim an exemption for any rental unit that qualifies. Proof of ownership, unexpired business license, and most recently-issued certificate of occupancy (if applicable) must be attached and filed with this form. **Please see RAD Form 1 Instructions for more detail.**

Part 1: Address of Housing Accommodation

Register only one street address per form, *except* for multi-building housing complexes with multiple addresses operating under one business license. See instructions for details. For cooperative housing units rented out by the owner/proprietary leaseholder, attach evidence of authorization from the cooperative housing association for rental use of the unit.

Street number and name				Quadrant	Unit (if only 1)
City, State Washington, DC	Zip	Square, Suffix, Lot	Ward	Trade/Common name (if used)	

Part 2A: Property Owner's Information

Name		Street number and name (no P.O. Box)		Quadrant	Unit
City, State	Zip	Email		Telephone	
Business type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other:				Partners/members/owners	
Trade name or doing business as				Title to property held by multiple persons: <input type="checkbox"/> no <input type="checkbox"/> yes If yes, attach list of all above information for each owner or list in Part 4	

Part 2B: Sublessor (if applicable; attach evidence of authorization from Property Owner)

Name		Street number and name (no P.O. Box)		Quadrant	Unit
City, State	Zip	Email		Telephone	
Business type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other:				Partners/members/owners	

Part 2C: Registered agent for service of process (required for owners residing outside DC):

Name		Street number and name (no P.O. Box)		Quadrant	Unit
City, State Washington, DC	Zip	Email		Telephone	

Part 2D: Property manager/managing agent:			
Name	Street number and name (no P.O. Box)		Quadrant
City, State	Zip	Email	Telephone
Business type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other:		Trade name or doing business as	
Name & job title of primary responsible employee/agent (if applicable)		Direct email	Direct telephone

Part 3: Description of Housing Accommodation

Building/structure type: Multifamily Single-family house 2-unit/Duplex Condominium
 Cooperative Rooming house Boarding house Basement unit English basement Carriage house/accessory dwelling Other:

Total number of rental units:

Total efficiencies:	Total 1-bedroom units:	Total 2-bedroom units:
Total 3-bedroom units:	Total 4-bedroom units:	Total 5-bedroom+ units:

List of all rental units (check if separate page attached):

Unit No.	Vacant	Bedrooms	Current monthly rent charged (if rent stabilized)	OR	Exemption reason (check <input type="checkbox"/> if same for all) (see Part 4)
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		
	<input type="checkbox"/>		\$		

The Rental Housing Act of 1985 defines “rent charged” as “the entire amount of money, money's worth, benefit, bonus, or gratuity a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit, its related services, and its related facilities, pursuant to the Rent Stabilization Program.” D.C. Official Code § 42-3501.03(29A).

Part 4A: Claim of Exemption

If you claim that any rental unit listed above is exempt from the Rent Stabilization Program pursuant to § 205(a) of the Rental Housing Act of 1985 (D.C. Official Code § 42-3502.05(a)) and 14 DCMR § 4106, you must check the applicable box(es) below and enter the applicable letter above in Part 3.

- A. *Government subsidies (§2.05(a)(1)):* The housing accommodation or rental unit is: owned by the federal or District government; or the mortgage or rent for the housing accommodation or rental unit is subsidized by the federal or District government, not including the Tenant Assistance Program under Title III of the Rental Housing Act of 1985. The subsidy began on (date) _____. If any rental unit in the housing accommodation has ever been subject to rent stabilization, enter the last lawfully determined rent charged for the unit above in Part 3. NOTE: If the subsidy is tenant-specific, rather than directly tied to the rental unit enter the last lawfully determined rent charged under rent stabilization and file RAD Form 2 (Amended Registration) for the unit to claim this exemption. Attach a copy of proof of government ownership, contract, covenant, promissory note, or deed of trust.
- B. *New construction (§ 2.05(a)(2)):* The building permit for the housing accommodation was issued after December 31, 1975 or some of the rental units were newly created in or added to an existing structure or housing accommodation and are covered by a Certificate of Occupancy issued after January 1, 1980. Check here if the housing accommodation was constructed following the demolition of a housing accommodation that was subject to

rent stabilization, which contained ____ rental units. Do not claim this exemption if the current housing accommodation contains an equal or smaller number of rental units. Attach the applicable building permit or Certificate of Occupancy and enter the issuance date here: _____.

- C. *Small landlord* (§ 2.05(a)(3): The rental units or cooperative units listed on this form are owned, directly or indirectly, by four or fewer natural persons who, in the aggregate, own, directly or indirectly, four or fewer rental units in the District of Columbia. Complete owners and rental unit information in Part 4B **and** Check Box E.
- D. *Continuously vacant* (§ 2.05(a)(4): The housing accommodation was continuously vacant from January 1, 1985 to at least July 17, 1985, or was continuously vacant from January 1, 1980 to at least March 4, 1981, and was in substantial compliance with the housing regulations when offered for rent. The housing accommodation was first re-occupied on (date) _____.
- E. *Co-op units* (§ 2.05(a)(5): One or more of the rental units listed on this form are owned by a cooperative housing association and the proprietary lease(s) for those units are owned, directly or indirectly, by four or fewer natural persons who, in the aggregate, own, directly or indirectly, four or fewer rental units in the District of Columbia. Complete owners and rental unit information in Part 4B. Attach a cooperative association letter authorizing the lease of the rental unit(s).
- F. *Building Improvement Plan* (§ 2.05(a)(7): The housing accommodation is subject to a building improvement plan under the Apartment Improvement Program administered with grant funds under the Housing and Community Development Act of 1974 (42 U.S.C. §§ 5301 *et seq.*) and a certification signed by the tenants of 70% of the occupied rental units was filed with the Rental Accommodations Division at the time it was executed, on (date) _____. Attach a copy of the building improvement plan covenant or promissory note.
- G. *DHCD assistance* (§ 2.05(a)(7): The housing accommodation receives rehabilitation assistance under a multi-family assistance program of the Department of Housing and Community Development, which began on (date) _____. Attach a copy of the building improvement plan covenant or promissory note.
- X. *Excluded rental units* (§ 2.05(e): If this housing accommodation must be registered but also contains any units that are excluded from the Rental Housing Act of 1985, list the unit(s) in Part 3 and enter "X" as the exemption reason if the unit is: (1) operated by a foreign government as diplomatic housing; (2) a care and treatment facility; (3) a dormitory; or (4) part of a non-profit services program approved by the Rent Administrator. For non-profit services programs, attach a copy of the Rent Administrator's exclusion order.

Part 4B: Exemptions C and E (small landlord and cooperative):

Enter the following information for **each individual** (other than the owner listed in Part 2) who has a direct or indirect ownership interest in the housing accommodation. See 14 DCMR § 4107 for details. If more than four individuals qualify, you may not claim either exemption C or E.

(2) Name		Street number and name (no P.O. Box)		Quadrant	Unit
City, State	Zip	Email	Telephone		
(3) Name		Street number and name (no P.O. Box)		Quadrant	Unit
City, State	Zip	Email	Telephone		
(4) Name		Street number and name (no P.O. Box)		Quadrant	Unit

City, State	Zip	Email	Telephone
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Enter the following information for **each rental unit** (other than the unit listed in Part 1) that is owned, directly or indirectly, by the individuals listed above. If more than four rental units are owned, you may not claim either exemption C or E.

(2) Street number and name					Quadrant	Unit(s)
City, State Washington, DC	Zip	Square, Suffix, Lot	Ward	Trade/common name (if used)		
(3) Street number and name					Quadrant	Unit(s)
City, State Washington, DC	Zip	Square, Suffix, Lot	Ward	Trade/common name (if used)		
(4) Street number and name					Quadrant	Unit(s)
City, State Washington, DC	Zip	Square, Suffix, Lot	Ward	Trade/common name (if used)		

Part 5: Related Services & Facilities (rent stabilized only)

NOTE: Related services and facilities are defined by the Rental Housing Act. The list below does not cover all possible related services and facilities. Failure to include an item on this list does not mean the housing provider is excused from any provision if a service or facility is provided as part of the rent charged for a unit.

In-unit		Building-wide		
Appliances:	(in select units)	Service/facility	(included)	(separate fee)
<input type="checkbox"/> Air conditioning: forced air	<input type="checkbox"/>	<input type="checkbox"/> Air conditioning	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air conditioning: window/wall	<input type="checkbox"/>	<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cooking range	<input type="checkbox"/>	<input type="checkbox"/> Concierge	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dishwasher	<input type="checkbox"/>	<input type="checkbox"/> Community room	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fireplace	<input type="checkbox"/>	<input type="checkbox"/> Doorman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/>	<input type="checkbox"/> Electric Car Charging Station	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Oven	<input type="checkbox"/>	<input type="checkbox"/> Elevator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Heat: forced air	<input type="checkbox"/>	<input type="checkbox"/> Firepit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Heat: radiator	<input type="checkbox"/>	<input type="checkbox"/> Fireplace	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hot water	<input type="checkbox"/>	<input type="checkbox"/> Grill	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ice maker	<input type="checkbox"/>	<input type="checkbox"/> Fitness room	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Intercom	<input type="checkbox"/>	<input type="checkbox"/> Heat: radiator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Internet - Broadband	<input type="checkbox"/>	<input type="checkbox"/> Heat: forced air	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Internet - Wi-Fi	<input type="checkbox"/>	<input type="checkbox"/> Hot tub	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Laundry - dryer	<input type="checkbox"/>	<input type="checkbox"/> Hot water	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Laundry - washer	<input type="checkbox"/>	<input type="checkbox"/> Internet: Wi-Fi	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microwave - built-in	<input type="checkbox"/>	<input type="checkbox"/> Internet: wired	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microwave - countertop	<input type="checkbox"/>	<input type="checkbox"/> Intercom	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Refrigerator	<input type="checkbox"/>	<input type="checkbox"/> Laundry rooms ____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maid/cleaning	<input type="checkbox"/>	<input type="checkbox"/> Lobby assistant	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/> Maid/cleaning	<input type="checkbox"/>	<input type="checkbox"/>
Utilities included in rent charged		<input type="checkbox"/> Parking attendant	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Parking - assigned	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Parking spaces ____	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Patio	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Natural gas		<input type="checkbox"/> Pest extermination	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electricity		<input type="checkbox"/> Picnic area	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water & sewer		<input type="checkbox"/> Repair staff	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trash pickup		<input type="checkbox"/> Roof deck	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Sauna	<input type="checkbox"/>	<input type="checkbox"/>

Architectural Features	<input type="checkbox"/> Secretarial	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Balcony	<input type="checkbox"/> Security guard	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Den	<input type="checkbox"/> Storage - bicycle	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Number of Closets	<input type="checkbox"/> Storage - general	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pantry	<input type="checkbox"/> Sunroom	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Swimming pool	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Telephone service	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>

Part 6: Housing Regulation Compliance (rent stabilized only)

Complete either section A or B

A. The following substantial violations of the housing regulations, including the District of Columbia Housing Code and Property Maintenance Code, are currently found and unabated in the housing accommodation:

Check if separate list attached. Check if copies of official notices attached.

Condition or code section	Location	Discovery date

B. I, the undersigned housing provider or agent thereof, swear and affirm under penalty of perjury that the housing provider has reasonably and thoroughly inspected the housing accommodation within the six (6) months prior to the filing of this form, and the housing provider does not know of any substantial violations of the housing regulations, including the District of Columbia Housing Code and Property Maintenance Code:

Signature	Date
Print name	Name of housing provider, if different

Part 7: Rate of Return (rent stabilized only)

The rate of return for this housing accommodation is ____%, as determined in accordance with D.C. Official Code § 42-3502.12 and 14 DCMR § 4209, using the prior twelve (12) months as the reporting period. See instructions and attach a worksheet showing required calculations.

Part 8: Certification by Housing Provider

I, the undersigned housing provider or agent thereof, certify that the information I have given on this form is complete, true, and accurate to the best of my knowledge, information, and belief. If I am not the owner of this housing accommodation, I certify that I have authority from the owner to complete and file this form with the information provided. In signing this form, I understand that filing false statements with the Rental Accommodations Division is subject to a fine of up to \$5,000 under the Rental Housing Act of 1985, in addition to other penalties under District of Columbia law.

Signature of housing provider or agent	Date
Print name	Title (if applicable)

Attachments

Check the box for applicable attachments:

- [] Copy of valid basic business license (required)
- [] Copy of valid certificate of occupancy (if applicable)
- [] Copy of the property recorded deed (required)
- [] Part 1: Multi-building housing complex with multiple addresses (list address, lot, square and suffix, ward, and trade/common name (if applicable) for each address)

- [] Part 1: for cooperative unit(s) attach an authorization letter from the cooperative housing association permitting rental use of the unit
- [] Part 2: All partner/member/owner names of owner, including address, email address, and telephone number for each party
- [] Part 2: All sublessor names, including address, email address, and telephone number for each party
- [] Part 2: Copy of an authorization letter from owner(s) to sublease rental unit(s)
- [] Part 3: List of all units indicating whether the units are vacant, the number of bedrooms, current monthly rent charged or exemption reason
- [] Part 4, Exemption A: Copy of proof of government ownership, contract, covenant, promissory note, or deed of trust
- [] Part 4, Exemption B: Copy of building permit or certificate of occupancy (as applicable)
- [] Part 4, Exemption E: Copy of cooperative association letter authorizing the lease of the rental unit(s)
- [] Part 4, Exemption F: Copy of building improvement plan covenant or promissory note
- [] Part 4, Excluded Rental Units: Copy of Rent Administrator's exclusion order'
- [] Part 6: List of housing code violations
- [] Part 6, Copy(ies) of official pending housing code violation(s)
- [] Part 7, Rate of Return: worksheet showing calculations