



District of Columbia
Dept. of Housing and Community Development
Rental Accommodations Division (RAD)
 1800 Martin Luther King Jr. Avenue SE, 2nd Floor
 Washington, DC 20020
 (202) 442-9505

RAD Date Stamp

(04/09)

RAD Registration / Claim of Exemption Form

Complete Parts 1 thru 7 if the Housing Accommodation is subject to rent control. If the Housing Accommodation is **exempt**, skip Parts 5, 6 and 7. This registration is filed under provisions of D.C. OFFICIAL CODE §§ 42-3501 et seq. (Supp. 2008).

PRESENT PROOF OF OWNERSHIP OF HOUSING ACCOMMODATION WHEN FILING THIS FORM.

RAD Use Only

Certificate of Occupancy Number (if required)	Basic Business License Number	Registration/Exemption Number	
Intake Representative	Fee Per Rental Unit	Total Registration Fee	Proof of Ownership Presented

Part 1 – Address Of The Housing Accommodation You Are Registering

Street Address of Housing Accommodation You Are Registering (No P.O. Box)			Quadrant
Unit	City Washington	State DC	Zip Code
Square	Suffix (if any)	Lot	Ward

Part 2 – Property Owner’s Business Information

Owner of Property			Trade Name of Business, if any	
Street Address of Owner (No P.O. Box)			Quadrant	
Unit	City	State	Zip Code	
Business Telephone	Business Facsimile	Home Telephone	Email Address	
Business Type (if applicable) (check box): <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other: _____			Name & Title of all Partners and/or Officers of Owner	
D.C. Registered Agent of Owner (if applicable)			Trade Name of Business, if any	
Street Address of Registered Agent (No P.O. Box)			Quadrant	
Unit	City	State	Zip Code	
Work Telephone	Work Facsimile	Home Telephone	Email Address	
Property Management Company of Owner (if applicable)			Trade Name of Business, if any	

Street Address of Property Management Company (No P.O. Box)			
Unit	City	State	Zip Code
Work Telephone	Work Facsimile	Home Telephone	Email Address

Part 3 – Property Profile

Multi-Family
 2-Unit Flat
 Single Family
 Condominium
 Cooperative
 Rooming House
 Boarding House
 Basement Unit
 English Basement
 Au-Pair Suite
 Other: _____

TOTAL NUMBER OF RENTAL UNITS IN HOUSING ACCOMMODATION: _____

Total Efficiencies	Total 1-Bedroom Units	Total 2-Bedroom Units
Total 3-Bedroom Units	Total 4-Bedroom Units	Total 5+ Bedroom Units

Part 4 – Claim of Exemption

If you claim any Rental Unit or Housing Accommodation is exempt from rent control under §205 of the Rental Housing Act of 1985, as amended (D.C. OFFICIAL CODE § 42-3502.05 (Supp. 2008)). Check the reason(s) for your claim below.

- A. Unit(s) owned or subsidized by the District of Columbia or Federal Government (D.C. OFFICIAL CODE § 42-3502.05 (a)(1) (Supp. 2008))
- B. A newly constructed housing accommodation that was issued a building permit after December 31, 1975. (D.C. OFFICIAL CODE § 42-3502.05(a)(2) (Supp. 2008))
- C. New units in existing building that was issued its original Certificate of Occupancy after January 1, 1980. (D.C. OFFICIAL CODE § 42-3502.05(a)(2) (Supp. 2008))
- D. Four (4) or fewer Rental Units in the same Housing Accommodation, or an aggregate of four (4) Rental Units in more than one (1) structure in the District of Columbia, so long as the Housing Accommodation is owned by four (4) or fewer natural persons. (D.C. OFFICIAL CODE § 42-3502.05(a)(3) (Supp. 2008))
- E. Building that has been continuously vacant and not subject to rental agreements since January 1, 1985 (D.C. OFFICIAL CODE § 42-3502.05(a)(4) (Supp. 2008))
- F. Building that has been previously exempt under § 206(a)(4) of the Rental Housing Act of 1980 (D.C. OFFICIAL CODE § 42-3502.05(a)(4) (Supp. 2008))
- G. Rental unit(s) within a building owned by a cooperative association, whose proprietary lease(s) is/are owned by no more than four (4) members of the cooperative association, and whose owners(s) have a direct or indirect interest in no more than a total of four (4) Rental Units in the District of Columbia (D.C. OFFICIAL CODE § 42-3502.05(a)(5) (Supp. 2008))
- H. Building with a Building Improvement Plan under the Apartment Improvement or other DHCD multi-family assistance program. (D.C. OFFICIAL CODE § 42-3502.05(a)(7) (Supp. 2008))

List each Housing Provider of four (4) or fewer Rental Units in the same Housing Accommodation, or of an aggregate of four (4) Rental Units in more than one (1) structure in the District of Columbia with a direct or indirect interest in any other Rental Unit in the District of Columbia, if you are claiming an exemption under § 205(a)(3) (D.C. OFFICIAL CODE § 42-3502.05(a)(3) (Supp. 2008)). ATTACH ADDITIONAL PAGES, IF NEEDED.

Name	Address	Telephone Number	Email Address

Part 6 – Current Building-Wide Rent Charged and Effective Dates (continued)

Unit	Tenant's Name (if available)	Rent Charged	Effective Date

ATTACH ADDITIONAL PAGES, IF NEEDED.

Part 7 – Rate of Return (§ 205(f)(6))

The rate of return for the Housing Accommodation is _____%. Attach to this RAD Registration / Claim of Exemption Form the computations made to arrive at the rate of return by application of the formula provided in D.C. OFFICIAL CODE § 42-3502.12(b) (Supp.2008).

Part 8 - Certification

I, the owner or agent of this Housing Accommodation, certify that this Housing Accommodation is in substantial compliance with the D.C. Housing Regulations to the best of my knowledge.

Signature of Property Owner or Agent	Signature Date
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I, the owner or agent of this Housing Accommodation, certify that the information that I have given on this form is complete and accurate to the best of my knowledge. If I am not the owner, I certify that I have the authority from the owner to make this certification. 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, as amended, and other D.C. laws.

Signature of Property Owner or Agent	Signature Date
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