



District of Columbia Department of Housing and Community Development
Housing Regulation Administration – Rental Conversion and Sale Division
1800 Martin Luther King, Jr. Avenue, S.E.,
Washington, D.C. 20020
Telephone 442-4407 | www.dhcd.dc.gov

Dear Resident:

Your landlord converted the use of your apartment building from residential rental housing to condominium or cooperative ownership. For additional information regarding the conversion, please contact your landlord or the property management office.

Current residents who choose not to purchase a unit in the building may be required to move elsewhere. If you are so affected, you may be eligible to receive assistance in locating a suitable replacement rental unit. If you need help in locating a new unit, contact us at the address or telephone number above or you may search online for rental housing using our locator service, www.dchousingsearch.org.

A tenant who is displaced as the result of the conversion is entitled to a relocation payment, which will be made by the owner. To receive a relocation payment, you must provide the owner with a receipt or written estimate from a moving company or truck rental company. Regardless of the amount of the receipt or the written estimate, the owner is required to pay no less than \$125 but no more than \$1,000.

You may also be eligible to receive housing assistance payments for 3 years if you relocate to a rental unit in the District of Columbia. These eligibility determinations will be made by the Rental Conversion and Sale Division which administers the Housing Assistance Payment program. Eligibility requirements include, but are not limited to the following: you must be low income; move to a new apartment unit in the District of Columbia; and you may not receive other types of public housing assistance payments. **If your application is approved, be advised that housing assistance payments will be made directly to your landlord or property management company.**

If you wish to apply for the housing assistance program in accordance with the provisions of the Rental Housing Conversion and Sales Act of 1980 (D.C. Official Code 2001 ed., as amended, § 42-3401.01 et seq.), please complete the enclosed application form and return it to the Department of Housing and Community Development, Rental Conversion and Sale Division, 1800 Martin Luther King, Jr. Avenue, S.E., Washington, D.C. 20020. You will be contacted with a determination of whether or not you qualify.

If you have any questions you may contact the Rental Conversion and Sale Division on (202) 442-4407, Monday through Friday, 8:30 a.m. to 4:30 p.m.

(Revised 05/19/16)



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The following instructions are to assist you in completing your Housing Assistance Payment Application. **NOTE: This application should not be submitted until you have located a replacement unit and made firm plans to move.**

To be eligible for housing assistance, a tenant must: (1) be low income; (2) apply for assistance annually; (3) have resided in the converted apartment building at least 180 days prior to the conversion of use to condominium or cooperative ownership, and (4) reside in a rental unit in the District of Columbia after the conversion.

The low income limits change annually. For **Fiscal Year 2016**, the income eligibility limits are:

For a one person household	\$35,075
For a two person household	\$42,090
For a three person household or a one or two person household who is 62 years of age or older or has a disability as defined under the Americans with Disabilities Act (42 U.S.C. §12102(2)(A))	\$61,135
For a four person household	\$70,150
For a five person household	\$77,165
For a six person household	\$84,180

Eligibility income is a calculation of net income based on the household income and monthly housing expenses.

Date Date the Application

- Item 1. Complete the Applicant information section. Include your name, contact information, your current address and social security number.

- Item 2. Complete information regarding your new apartment unit. Provide the new address, the number of bedrooms, the features of your new residence. **YOU MUST PROVIDE A COMPLETE COPY OF YOUR LEASE AGREEMENT.** Provide your landlord or property management company name and contact information.

- Item 3. Complete the rent subsidy information. If you are already receiving subsidy payments, for example, a Section 8 voucher, provide the source and contact information. If you receive subsidies from more than one source, complete the information for the additional sources on a separate piece of paper and attach it to the Application.

- Item 4. Provide information on your former residential rental building which was converted to a condominium or cooperative. Provide the date you moved in, how much rent you paid. **Provide a complete copy of your old lease agreement.**
- Item 5. Complete information on the persons residing in your household (including yourself) on a permanent basis. Provide their names, ages and relationship to you.
- Item 6. State all household members who contribute to the household income.

Example 1: If a married couple occupies a unit and both husband and wife receive Social Security benefits, the benefits must be reported in the table in Item 6.b. and Item 6.a. must read two (2).

Example 2: If two unrelated individuals occupy a unit and each received a salary, the total of their two salaries must be reported in the table in Item 6.b., and Item 6.a. must read two (2).

Report all sources of income and assets. **YOU MUST PROVIDE PROOF OF YOUR HOUSEHOLD INCOME AND VALUE OF ASSETS. YOU MUST PROVIDE PROOF OF HOUSEHOLD INCOME AND VALUE OF ASSETS.** Attach copies of income statements, financial statements, balance sheets, checking account statements, savings account statements, inventories, etc. **FOR WORKING HOUSEHOLD MEMBERS, EACH MEMBER MUST ATTACH 2 MONTHS OF MOST RECENT PAYCHECK STUBS.**

YOU MUST ALSO SUBMIT COPIES OF YOUR MOST RECENT FEDERAL AND DISTRICT OF COLUMBIA INCOME TAX RETURNS.

- Item 7. Provide information on your rent, utilities and utility payments for your new apartment unit. Do not include the security deposit in your monthly gross amount of rent. Utilities only include heating, water heating, air conditioning and water and sewer (if applicable). Please note that telephone bills and cellular telephone bills are not considered as utility costs. **Provide copies of your utility bills for the past 6 months (if available).**
- Item 8. Sign the application. The application must be notarized.
- Item 9. Check the list to make certain you have included all the required documentation.

The Rental Conversion and Sale Division will review your application to determine your eligibility for and the amount of any housing assistance to which you may be entitled as a tenant displaced by the conversion process.

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Housing Assistance Payments are intended to compensate eligible tenants for any increased housing costs incurred as a result of your displacement and will equal the sum of three (3) years of assistance. **Housing assistance payments will be made directly to your landlord or the property management company.**

Completed forms should be dated, signed, notarized and returned to:

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**HOUSING ASSISTANCE PAYMENT APPLICATION
FOR TENANTS DISPLACED BY
CONDOMINIUM OR COOPERATIVE CONVERSION**

Instructions: Answer every question; if a question does not apply, mark as “not applicable” or “n/a.” Blanks or omitted information may cause a processing delay or application rejection.

DATE _____

1. **APPLICANT INFORMATION & CONTACT INFORMATION**

- a. Applicant’s Full Name: _____
- b. Applicant’s Contact Information (complete all that are applicable):
Daytime Telephone Number: _____
Mobile Telephone Number: _____
Home Telephone Number: _____
Email Address: _____
- c. Applicant’s Current Address: _____

- d. Applicant’s Social Security Number: _____

2. **RELOCATION INFORMATION**

- a. Is Your New Unit Located in the District of Columbia? _____
- b. New Unit Address (Including Zip Code): _____

- c. Date you Moved or Plan to Move: _____

d. Number of Bedrooms in Your Current Unit: _____

e. Mark an "X" by the Description or Features of Your New Building and Unit:

_____ High Rise Apartment Building with Elevator

_____ Attached Townhouse or Rowhouse

_____ Semi-Detached or End Townhouse or Rowhouse

_____ Detached House

_____ Walkup Apartment Building

f. **PROVIDE A COMPLETE COPY OF YOUR NEW LEASE AGREEMENT.**

g. Provide Your Landlord or Property Management Name, Address and Telephone Number:

Landlord or Property Management Name: _____

If Property Management Company, Contact Name: _____

Telephone Number: _____

Address: _____

3. **RENT SUBSIDY INFORMATION**

a. Are You Presently Receiving Housing Subsidy Payments? _____

b. If You Are Receiving Housing Subsidy Payments, Provide the Source and Contact Information:

Source Name: _____

Contact Name: _____

Telephone Number: _____

Address: _____

c. If You Are Receiving Subsidy Payments from More Than One Source, Attach a Paper Listing the Source Name, a Contact Name, Telephone Number and Address.

Check Here if a Sheet is Attached with Additional Subsidy Information.

4. **CONVERTED (FORMER) APARTMENT UNIT INFORMATION**

- a. Converted Unit Address (Including Zip Code): _____

- b. Date You Moved Into Your Former Unit: _____
- c. Total Gross Monthly Rent for Your Former Unit: _____
- d. Number of Bedrooms in Your Former Unit: _____
- e. **PROVIDE A COMPLETE COPY OF YOUR OLD LEASE AGREEMENT.**

5. **CURRENT HOUSEHOLD COMPOSITION**

- a. Total Number of Persons Residing in Household (Including Applicant): _____
- b. Occupants' Names, Ages and Relationship to Applicant (Including Applicant):

Name	Age	Relationship

6. **HOUSEHOLD INCOME INFORMATION**

Sources of **Income** shall include, but not be limited to the following: gross amount of wages, salaries, tips and bonuses; net income derived from business or profession or rental; real or personal property; interest, dividends, annuities, pensions, retirement funds, social security income; insurance policy income; and unemployment or workmen's compensation.

- a. Number of Persons Contributing to Household Income: _____
- b. Total Annual Gross Household **Income**: \$ _____

Identify all sources of Income:

Source of Income	Amount of Income
	\$
	\$
	\$
	\$

Assets shall include but not be limited to: real property equity, savings, stocks, bonds and other forms of capital investments, checking accounts, safe deposit boxes and cash on hand.

c. Total Value of **Assets** or Income from Assets: \$ _____

Type of Asset	Asset Value	Income from Asset
	\$	\$
	\$	\$
	\$	\$
	\$	\$

d. **YOU MUST PROVIDE PROOF OF HOUSEHOLD INCOME AND VALUE OF ASSETS.** Attach copies of income statements, financial statements, balance sheets, checking account statements, savings account statements, inventories, etc. **FOR WORKING HOUSEHOLD MEMBERS, EACH MEMBER MUST ATTACH 2 MONTHS OF MOST RECENT PAYCHECK STUBS.**

e. **YOU MUST SUBMIT COPIES OF YOUR MOST RECENT FEDERAL AND DISTRICT OF COLUMBIA INCOME TAX RETURNS.**

7. **RELOCATION RENT INFORMATION**

a. Total Monthly Gross Rent of New Unit (Do Not Include Your Security Deposit):
\$ _____

b. Are Utilities Included in Your Lease Agreement? _____

c. If Utilities Are Not Included in Your Lease Agreement, Provide the Total Monthly Gross of Utilities Not Covered in Lease Agreement: \$ _____

d. Mark an "X" for the Utilities Not Included in Your Lease Agreement For Which You Pay (**NOTE: TELEPHONE BILLS OR CELLULAR TELEPHONE BILLS ARE NOT CONSIDERED HOUSEHOLD UTILITY EXPENSES**):

10. **CHECKLIST**

- a. Did you complete all the requested information?
- b. Did you attach a copy of your current lease agreement?
- c. Did you attach a copy of your old lease agreement, if it is available?
- d. Did you attach copies of your most recent Federal and District of Columbia Income Tax Returns:
- e. Did you attach copies of your proof of income or assets?
- f. Did you attach copies of 2 months worth of paycheck stubs for each working household member?
- g. Did you attach copies of your utility bills for the past 6 months (if available)?
- h. Did you sign the application and have it notarized?

(Revised 05/19/2016)