



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 (202) 442-4407 | www.dhcd.dc.gov

**NOT A HOUSING ACCOMMODATION EXEMPTION APPLICATION FOR
CONVERSION TO CONDOMINIUM OR COOPERATIVE**

Date: _____

Application is hereby made for exemption of the property located at: _____
_____ from Subchapter II of the **Rental
Housing Conversion and Sale Act of 1980**, as amended (D.C. Official Code, 2001 ed., as
amended, § 42-3401.01et seq.).

1. Applicant's Name: _____

A. Is the applicant a tenant organization? YES _____ NO _____

B. If the applicant is a limited liability company or partnership, the partners' names are:

C. If the applicant is a corporation, the principal officers' names are:

2. Applicant's Address: _____

3. Telephone Number: (_____) _____

Facsimile Number: (_____) _____

Email Address: _____

4. Lot _____ Square _____ ANC# _____ Zoning # _____

5. Date of Purchase _____

Attach a copy of the Applicant's recorded vesting deed.

6.a. Number of Units in the Property prior to Conversion (if applicable): _____

6.b. Number of Units in the Property after Conversion: _____

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7. The estimated sale price per unit after conversion is as follows:

Efficiencies \$ _____ Two Bedrooms \$ _____

One Bedrooms \$ _____ Three Bedrooms \$ _____

8. This exemption application is for the conversion of a [check one]

Condominium _____ Cooperative _____

Attach copies of all building permits.

9. Property Use:

a. The current use of the Property is: _____

b. To the best of your information, knowledge and belief, the last use of the Property was (pick one):

_____ Commercial
_____ Housing Accommodation
_____ Owner-Occupied-Single Family Dwelling
_____ Other (Specify).

From _____ until _____.

This information was obtained by and from (identify your source of information and inquiries made and provide contact information): _____

10. If the Property is vacant, is it registered with the Department of Consumer and Regulatory Affairs (DCRA), Vacant Properties Unit as a vacant property?

_____ YES _____ NO

A. If the Property is registered, attach a copy of DCRA's vacant property registration letter or vacancy exemption.

B. If the Property is not registered, explain why not : _____

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11. If the Property has been vacant since the Applicant's acquisition, describe the Property's use and condition from the time of acquisition until present. If necessary, you may attach a supplemental explanation and documentation to this application: _____

12. Provide an explanation why the Property is not a housing accommodation. Provide dates, documentation, photocopies of utility bills reflecting no public utility usage, affidavits, photographs or any other relevant supporting documents or information substantiating why the property is not a housing accommodation. If necessary, you may attach a supplemental explanation and documentation to this application: _____

I declare under penalty of law for making a false statement, as set out in D.C. Official Code, 2001 ed., as amended, § 22-2401 et seq.), that the foregoing representations and statements are true and correct to the applicant's best knowledge, information and belief.

APPLICANT

by: _____
Signature

Title

Printed Name

Subscribed and sworn to before me this _____ day of _____
_____, _____.

[Notarial Seal]

Notary Public, _____
My Commission Expires: _____

Revised 04/03/2015