



**CERTIFICATE OF NOTICE TO RAD  
OF ADJUSTMENTS IN RENT CHARGED**

HOUSING PROVIDER(S) SHALL FILE THIS CERTIFICATE WITH THE RENTAL  
ACCOMMODATIONS DIVISION. THIS FORM IS NOT SERVED ON TENANTS.

I, \_\_\_\_\_, declare, affirm and ratify as follows:  
(Housing Provider’s Name)

1. I am the Housing Provider of the following Housing Accommodation or Rental Unit(s)

(address): \_\_\_\_\_  
Washington, D.C. \_\_\_\_\_

2. My business address is (No P.O. Box): \_\_\_\_\_  
\_\_\_\_\_

3. My business telephone number and email address are:  
\_\_\_\_\_

4. The Certificate of Occupancy number for the Housing Accommodation is \_\_\_\_\_.

5. My Basic Business License number is \_\_\_\_\_ and expires on (date): \_\_\_\_\_.

6. My RAD Registration Number for the Housing Accommodation is: \_\_\_\_\_

7. Attached hereto are the following documents related to the adjustment(s) in the rent charged for the Housing Accommodation and the Rental Unit(s): (1) a sample “Housing Provider’s Notice to Tenants of Adjustment in Rent Charged” (except for Vacancy Increases); and (2) a completed “Appendix of Notices of Adjustments in Rent(s) Charged.”

8. The “Housing Provider’s Notice to Tenants of Adjustment in Rent Charged” was served on each of the Tenant(s) listed in the “Appendix of Notices of Adjustments in Rent(s) Charged” prior to the filing of this “Certificate of Notice to RAD of Adjustments in Rent Charged.”

9. The Rental Unit(s) and common elements of the Housing Accommodation are in substantial compliance with the Housing Code as required by 14 DCMR § 4216.2 (2004), or any noncompliance is the result of Tenant neglect or misconduct.

I declare, affirm and ratify under penalty of perjury that the foregoing information is complete and accurate to the best of my knowledge. I fully understand and acknowledge that my signature below shall be deemed to be the taking of an oath or affirmation regarding all of the information provided herein, to which the sanctions for perjury, false swearing or false statements under D.C. OFFICIAL CODE §§ 22-2402, 2404 & 2405 (Supp. 2008), respectively, shall apply.

\_\_\_\_\_  
Housing Provider’s Printed Name

\_\_\_\_\_  
Housing Provider’s Signature

\_\_\_\_\_  
Date

**APPENDIX OF NOTICES OF ADJUSTMENT IN RENT CHARGED**  
**(with Continuation Page)**

Unit No.	Tenant(s) Name(s)	Prior Rent	New Rent	Dollar (\$) Change	Percent (%) Change	Section of Act	Date Tenant Served with Notice <sup>1</sup>	Effective Date of Rent Adjustment	213(a)(2) Rental Unit No.*	Type of Service (No. is below)

[check if additional pages are attached]

Section of Act	Description
208(h)(2)	Annual Increase of General Applicability (CPI-W based)
210	Capital Improvement
211	Change in Services/Facilities
212	Hardship Petition
213(a)(1)	Vacancy (10%)
213(a)(2) *	IF APPLICABLE – State in the Appendix the Substantially Identical Rental Unit used for the Highest Comparable Vacancy Increase (30% max)
214	Substantial Rehabilitation
215	Voluntary Agreement

Type of Service	No.	Description
TENANT	1	Personal service on Tenant
ADULT	2	Personal service on an adult at the Rental Unit, with instructions to deliver same to the Tenant(s)
AGENT	3	Personal service on an authorized representative of the Tenant(s)
MAIL	4	First class mail
CERTIFIED	5	Certified mail
PRIORITY	6	Priority mail with delivery confirmation

<sup>1</sup>Housing Provider’s Notice to Tenant of Adjustment in Rent Charged

