

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, DC 20020 Telephone (202) 442-9505 www.dhcd.dc.gov

INSTRUCTIONS FOR PREPARING AND ISSUING A RIGHT OF FIRST REFUSAL FOR A SINGLE RENTED FAMILY HOUSE, SINGLE RENTED CONDOMINIUM UNIT OR SINGLE RENTED COOPERATIVE UNIT

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

These instructions apply to a Right of First Refusal (Form C) for the sale of a single rented family house, single rented residential condominium unit or single rented residential cooperative unit. This Right of First Refusal (Form C) notifies tenants <u>after</u> the owner has accepted (ratified) a third party sale contract on the housing accommodation. This Right of First Refusal (Form C) is used <u>only</u> when the owner has issued an Offer of Sale Without a Third Party Sale Contract (Form B). The tenants have <u>fifteen (15) days</u> to match the ratified third party sale contract. The right of first refusal period commences <u>after</u> the end of the negotiation period.

INSTRUCTIONS FOR ISSUING THE RIGHT OF FIRST REFUSAL (FORM C)

- 1. Do not delete or alter any part of the Right of First Refusal (Form C).
- 2. Fill in the date, the name of each tenant, the housing accommodation address, the Offer of Sale (Form B) date, and the address and telephone number of the owner or owner's agent.
- 3. The owner or the owner's agent must sign his/her full name on the Right of First Refusal (Form C). For the purposes of legibility, a printed or typed name must also be placed on the appropriate line. An individual <u>name</u>, not a business name, must be on this line. The name of the business may be placed in the address area.
- 4. Send the Right of First Refusal (Form C) and a copy of the third party sale contract to each tenant by first class mail. (Faxing or emailing the Right of First Refusal (Form C) is NOT proper delivery.)
- 5. Send a copy of the Right of First Refusal (Form C) and a copy of the third party sale contract to the Rental Conversion and Sale Division. The Rental Conversion and Sale Division's address and telephone numbers are listed below and on the Right of First Refusal (Form C).

District of Columbia Department of Housing and Community Development Rental Conversion and Sale Division 1800 Martin Luther King, Jr. Avenue, S.E. Washington, D.C. 20020 Telephone (202) 442-9505 www.dhcd.dc.gov

SFD Right of First Refusal (Form C) Instructions

(Revised Jan. 2010)

FORM C

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE

RIGHT OF FIRST REFUSAL FOR A SINGLE RENTED FAMILY HOUSE, SINGLE RENTED CONDOMINIUM UNIT OR SINGLE RENTED COOPERATIVE UNIT

(Check one) Single Family House	
Condominium Unit Number	
Cooperative Unit Number	
Date:	
Date.	
Dear	<u></u> :
Pursuant to Section 408 of the Rental Housing Conve 3401.01 et. seq. (2001)), as amended (the "Act"), the contract, dated, which housing accommodation in which you reside at	owner has enclosed a copy of the third party sale the owner accepted (ratified) for the sale of the
In accordance with the Act, in addition to the statutory owner's Offer of Sale Without a Third Party Sale Concondominium Unit or Single Rented Cooperative Unifiteen (15) days to match the enclosed third party sale the end of the statutory sixty (60) day negotiation time Rental Conversion and Sale Division a written accept the housing accommodation or if the statutory sixty (6 will have fifteen (15) days from receipt of this Right contract.	tract for a Single Family House, Single Rented it, dated, you have e contract. The <u>fifteen (15) day</u> time period starts at e period. If you did not send the owner and the ance statement accepting the owner's offer to sell 50) days negotiation time period has expired, you
If you match the ratified third party sale contract and you sign a sale contract with the owner, you will have a minimum of <u>sixty (60) days</u> to obtain financing or financial assistance and go to settlement for the purchase of this housing accommodation. However, if a lending institution or agency estimates that a decision regarding financing or financial assistance will be made within <u>ninety (90) days</u> after the date of contracting, the owner will provide you with an extension of time consistent with the written estimate.	
If you would like information concerning technical and Legal Services on (202) 547-4747, the D.C. Department Development Finance Division on (202) 442-7200, the 442-4610 or (202) 442-9505, or the D.C. Office of the	ent of Housing and Community Development, e Rental Conversion and Sale Division on (202)
If you have any questions regarding this matter, please (insert name) on telephone number ()	e contact
THIS RIGHT OF FIRST REFUSAL IS NOT A NOTICE TO VACATE.	
Since	erely (either Owner or Owner's Agent may sign),
Own	er's <u>SIGNATURE</u>

FORM C

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE

Owner's	PRINTED Name
Owner's	Address, City, State and Zip Code
Owner's	Agent's SIGNATURE
Owner's	Agent's PRINTED Name
Owner's	Agents Address, City, State and Zip Code

cc: 1 copy of Right of First Refusal and a copy of the third party ratified sale contract to:
 District of Columbia Department of Housing and Community Development
 Rental Conversion and Sale Division
 1800 Martin Luther King, Jr. Avenue, S.E.
 Washington, D.C. 20020
 Telephone (202) 442-9505

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