



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
 1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020  
 202.442.7200 | dhcd.dc.gov

**DISTRICT OF COLUMBIA OPPORTUNITY TO PURCHASE ACT (DOPA)**  
**NOTIFICATION FORM**  
**TO THE MAYOR OF THE DISTRICT OF COLUMBIA**  
**FOR HOUSING ACCOMMODATIONS WITH FIVE (5) OR MORE RENTAL UNITS**

Date \_\_\_\_\_

The Honorable Mayor  
 Government of the District of Columbia  
 c/o Department of Housing and Community Development  
 Rental Conversion and Sale Division  
 1800 Martin Luther King, Jr. Avenue SE  
 Washington, D.C. 20020

Dear Mayor:

This DOPA Addendum to TOPA Offer of Sale form is issued in accordance with the District of Columbia Opportunity to Purchase Act of 2008 (“DOPA”) (D.C. Law 17-286, effective Jan. 30, 2009, D.C. Official Code § 42-3404.31 et seq. (2001)) and related regulations (“Addendum”) and advises you of the owner’s offer to sell the Housing Accommodation located at

**Address:** \_\_\_\_\_

**Ward:** \_\_\_\_\_ **Square:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

1. OFFER OF SALE

The owner understands that as the Mayor of the District of Columbia, you shall be given an opportunity to purchase this Housing Accommodation in accordance with DOPA. DOPA provides that you have the same opportunity to purchase the Housing Accommodation as the opportunity to purchase that is provided to a tenant under Title IV of the Rental Housing Conversion and Sale Act of 1980, as amended (“TOPA”) (D.C. Law 3-86, effective Sept. 10, 1980, D.C. Official Code § 42-3404.01 et seq. (2001)). Your right to purchase, however, is subordinate to the right of a tenant organization to purchase.

The owner has attached a copy of the TOPA Offer of Sale (“Offer of Sale”), which is incorporated herein by reference, and the owner represents and warrants that the Offer of Sale was sent to the tenants and the District as required by TOPA.



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**2. ADDITIONAL INFORMATION**

In addition to the information contained in the Offer of Sale, the owner provides the following information, as required by DOPA:

- a. As of this date, the owner  **has** or  **has not** [CHECK ONE] accepted a third-party sale contract to sell the Housing Accommodation to another party. If the owner has done so, a copy of the ratified third-party sale contract is attached;
- b. Attached is a list of tenant names with corresponding Rental Unit numbers and the Monthly Rent for each Rental Unit as of the Offer of Sale issuance date.
- c. Attached is a list of vacant units with corresponding Rental Unit numbers and the Monthly Rent for these units; and
- d. Attached is a list of Affordable Rental Units and corresponding Affordable Rental Unit numbers as of the Offer of Sale issuance date and the owner's calculations for determining the Affordable Rental Units Monthly Rent.

**3. AFFORDABLE RENTAL UNITS**

While DOPA requires notification to the Mayor prior to the sale of all Housing Accommodations comprised of five (5) or more units, the Mayor shall not exercise the opportunity to purchase unless at least twenty-five percent (25%) of the rental units in the Housing Accommodation are affordable units. An Affordable Rental Unit is defined in the regulations as a Rental Unit for which the Monthly Rent, plus Utilities, at the time the Mayor received the Offer of Sale, was equal to or less than the Maximum Rent for a Rental Unit at the fifty percent (50%) MFI Level.

The Maximum Rent<sup>1</sup> for a Rental Unit is published yearly on the DHCD website and should be referenced in filling out the notification form. Please make certain that the most updated yearly information is being utilized.

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<sup>1</sup> This Maximum Income, Rent and Purchase Price Schedule is published pursuant to the Inclusionary Zoning Implementation Amendment Act of 2006 (D.C. Law 16 -275; D.C. Official Code §6-1041.01 et seq.) (as amended, the "Act") and the Inclusionary Zoning Regulations codified in Chapter 10 of Title 11-C and Chapter 22 of Title 14 of the DCMR



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The Maximum Rent for a Rental Unit at the fifty percent (50%) MFI Level is as follows:

FY 2019 Bedrooms	50% of MFI Units	
	Max. Rent	Estimated Utility Allowances
Studio	\$1,020	\$111 - \$160
1	\$1,100	\$169 - \$241
2	\$1,320	\$226 - \$322
3	\$1,530	\$285 - \$404
4	\$1,750	\$342 - \$484

**Number of Rental Units:** \_\_\_\_\_  
**Number of Affordable Rental Units:** \_\_\_\_\_  
**Number of Vacant Units:** \_\_\_\_\_

4. INTEREST, NEGOTIATION, SETTLEMENT AND ASSIGNMENT

The Mayor shall have thirty (30) days from receipt of the DOPA Addendum and Offer of Sale to provide the owner with a written statement of interest and to provide a copy of the written statement of interest to the tenants. The Owner and Mayor shall bargain in good faith. The Mayor shall have not less than one hundred fifty (150) days from the date of the owner’s receipt of the Mayor’s written statement of interest to negotiate a contract for sale. If the tenants form a Tenant Organization and apply for registration to the Mayor, the Mayor shall have an additional fifteen (15) days to negotiate a contract with the owner. The Mayor shall have up to sixty (60) days after the sale contract ratification to complete settlement.

If the owner provides an extension of time to a Tenant Organization under the Act, the owner shall automatically grant the Mayor the same extension of time and the owner shall provide prompt written notification to the Mayor of any extensions of time granted to the Tenant Organization. The Mayor may assign the right to purchase in accordance with the regulations. If the Mayor assigns the right to purchase, the Mayor shall notify the owner and tenants of the assignee. For further information regarding this matter, please contact:

**CHECK ONE:**    Owner     Owner’s Agent   
**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_



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5. RIGHT OF ENTRY

The owner and the Mayor shall bargain in good faith. The owner, upon request from the Mayor or a designee of the Mayor, shall provide the Mayor or a designee of the Mayor with an opportunity to enter upon the Housing Accommodation (without interfering with tenants and operations of the Housing Accommodation) and make any inspection, tests, measurements, investigation or assessment the Mayor or a designee of the Mayor deems necessary in the exercise of its reasonable judgment, provided that such inspections, tests, measurements, investigations, or assessments do not damage the Housing Accommodation.

BY SIGNING THIS ADDENDUM, I CERTIFY THAT I HAVE READ DOPA AND DETERMINED THAT THIS HOUSING ACCOMMODATION [CHECK ONE]

**IS SUBJECT** TO DOPA RENTAL UNIT AFFORDABILITY GUIDELINES AS IT CONSISTS OF AT LEAST TWENTY-FIVE PERCENT (25%) AFFORDABLE RENTAL UNITS, AS DEFINED IN DOPA.

OR

**IS NOT** SUBJECT TO DOPA RENTAL UNIT AFFORDABILITY GUIDELINES AS IT DOES NOT CONSIST OF AT LEAST TWENTY-FIVE PERCENT (25%) AFFORDABLE RENTAL UNITS, AS DEFINED IN DOPA.

Sincerely,

\_\_\_\_\_  
 Owner's SIGNATURE

\_\_\_\_\_  
 Owner's Agent's SIGNATURE

\_\_\_\_\_  
 Owner's PRINTED Name

\_\_\_\_\_  
 Owner's Agent's PRINTED Name

\_\_\_\_\_  
 Owner's Address, (Street)

\_\_\_\_\_  
 Owner's Agent's Address, (Street)

\_\_\_\_\_  
 City, State, and Zip Code

\_\_\_\_\_  
 City, State, and Zip Code



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**Attachments:**

- (1) Copy of the ratified third-party sale contract if applicable
- (2) List of tenant names with corresponding Rental Unit numbers and current Monthly Rent
- (3) List of vacant units with corresponding Rental Unit numbers and anticipated Monthly Rent
- (4) List of Affordable Rental Units with corresponding Affordable Rental Unit numbers and the owner's calculations for determining the Affordable Rental Units Monthly Rent

Send this Offer of Sale and the attachments to:

**District of Columbia Department of Housing and Community Development**  
**Attention: Rental Conversion and Sale Division**  
**1800 Martin Luther King, Jr. Avenue, S.E.**  
**Washington, D.C. 20020**  
**Telephone (202) 442-4407**

**Definitions:**

“Affordable Rental Unit” means a Rental Unit for which the Monthly Rent, plus Utilities, at the time the Mayor received the Offer of Sale, was equal to or less than the Maximum Rent for a Rental Unit at the fifty percent (50%) MFI Level.

“Agency” means the District of Columbia Department of Housing and Community Development or other District agency to which the Mayor delegates authority to administer the Act.

“Household” means all persons living in a Rental Unit, which may include a single family, one (1) person living alone, two (2) or more families living together, or any other group of related or unrelated persons who occupy a single Rental Unit.

“Housing Accommodation” means a structure in the District of Columbia consisting of one (1) or more Rental Units and the appurtenant land.

“Maximum Rent” means the highest amount chargeable for a particular Rental Unit such that a Household of the Rental Unit's imputed Household size that earns the applicable MFI Level will expend no more than thirty percent (30%) of its annual income on Monthly Rent and Utilities, as set forth in the Rent and Income Schedule. For purposes of this paragraph, the imputed Household size applicable to a unit is: (i) in the case of a unit which does not have a separate bedroom, one (1) individual; and (ii) in the case of a unit which has one (1) or more separate bedrooms, one and one-half (1.5) individuals for each separate bedroom.

“Median Family Income (MFI)” means the area median income for the Washington Metropolitan Statistical Area as set forth by the United States Department of Housing and



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Urban Development, adjusted for Household size, without regard to any adjustments made by the United States Department of Housing and Urban Development for the purposes of the programs it administers. Adjustments of area median income for Household size shall be made as prescribed in Section 2(1) of the Housing Production Trust Fund Act, effective March 16, 1989 (D.C. Law 7-202; D.C. Official Code § 42-2801(1)).

“MFI Level” means a specified percentage of MFI.

“Monthly Rent” means the entire amount of money, money’s worth, benefit, bonus, or gratuity demanded, received, or charged by a housing provider as a condition of occupancy or use of a Rental Unit, its related services, and its related facilities, in accordance with Section 103(28) of the Rental Housing Act (D.C. Official Code § 42-3501.03(28)).

“Rent and Income Schedule” means a document published in the *D.C. Register* pursuant to Chapter 24, Title 14 DCMR.

“Rental Unit” means a subset of a Housing Accommodation which is vacant, rented, or offered for rent for residential occupancy, including but not limited to an apartment, efficiency apartment, room, suite of rooms, and its appurtenant land.

“Tenant Organization” means an organization registered with the Agency in accordance with Section 411 of the Act (D.C. Official Code § 42-3404.11) or its assignee.

“Utilities” means water, sewer, electricity, natural gas, trash, and any other fees required by the owner, property manager, or condominium or homeowners’ association in order to occupy the unit, including but not limited to mandatory condominium, homeowners’ association, amenity or administrative fees.