



**District of Columbia Department of Housing and Community Development**  
Housing Regulation Administration – Rental Conversion and Sale Division  
1909 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
Telephone 442-4407 | [www.dhcd.dc.gov](http://www.dhcd.dc.gov)

**DO NOT DELETE OR ALTER ANY PART OF THIS OFFER OF SALE**

**NOTICE OF POTENTIAL SALE OF A  
TWO (2), THREE (3) OR FOUR (4) RENTAL UNIT HOUSING ACCOMMODATION**

**This is NOT a Notice to Vacate**

For information on this notice and with understanding the Tenant Opportunity to Purchase Act (TOPA), tenant rights and obligations, please contact:

Housing Counseling Services  
2410 17th Street NW, Suite 100  
Washington, DC 20009  
(202) 667-7006  
<http://housingetc.org/>

Latino Economic Development  
Corporation  
641 S Street NW  
Washington, DC 20009  
(202) 588-5102  
[www.ledcmetro.org](http://www.ledcmetro.org)

DHCD Rental Conversion and Sale  
Division  
1909 Martin Luther King Jr. Ave. SE  
Washington, DC 20020  
(202) 442-4407  
[www.dhcd.dc.gov](http://www.dhcd.dc.gov)

D.C. Office of the Tenant Advocate 899  
North Capitol Street, NE, Suite 6200  
North Washington, DC 20009 (202)  
719-6560  
<https://ota.dc.gov/>



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
 1909 Martin Luther King, Jr. Avenue SE, Washington, DC  
 202.442.7200 | [topa.notices@dc.gov](mailto:topa.notices@dc.gov) | dhcd.dc.gov



## Notice of Potential Sale For Two, Three, or Four Unit Rental Housing Accommodations

*(Pursuant to the Rental Housing Conversion and Sale Act of 1980, as amended by the Rebalancing Expectations for Neighbors, Tenants, and Landlords (RENTAL) Act of 2025)*

TENANT NAME(S): \_\_\_\_\_

ADDRESS OF TENANT / UNIT: \_\_\_\_\_

Washington, DC \_\_\_\_\_

**MODE OF DELIVERY** (check all that apply):

- Hand-delivered
- Certified mail
- First-class mail
- Delivery service with tracking confirmation
- Email Delivery to DHCD at: [topa.notices@dc.gov](mailto:topa.notices@dc.gov)

Re: \_\_\_\_\_  
*(Address of the Two- through Four-Unit Rental Housing Accommodation)*

OWNER: \_\_\_\_\_

**NOTICE OF POTENTIAL SALE TO TENANT**

You are receiving this notice in compliance with D.C. Official Code § 42-3404.09(b) and § 42-3404.10, as amended by the Rebalancing Expectations for Neighbors, Tenants, and Landlords (RENTAL) Act of 2025.



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## Notice of Potential Sale

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### NOTICE OF POTENTIAL SALE TO TENANT (cont'.d)

The Owner has received or solicited, in writing, an offer to purchase the above-referenced two-through four-unit rental housing accommodation and has an intent to sell the property.

### IMPORTANT INFORMATION ABOUT YOUR RIGHTS

This property is exempt from the Tenant Opportunity to Purchase Act (TOPA) under Section 410 of the Rental Housing Conversion and Sale Act, as amended, because it contains two to four rental units and is not owned in majority by a business corporation, as defined in D.C. Official Code § 29-101.02(2)(A).

However, tenants are still entitled to notice and protections under D.C. Official Code § 42-3404.09(b). Accordingly:

- You do not have the right to purchase property or assign purchase rights under TOPA.
- This notice is informational and does not require a response from you.
- No Offer of Sale will be issued to tenants for this transaction.

**Note:** Supporting Documentation of the exemption must be sent to DHCD along with a copy of this notice.

### TIMING OF THIS NOTICE

Pursuant to D.C. Official Code § 42-3404.09(b)(1), this notice is being provided within three (3) calendar days of the Owner receiving or soliciting an offer to purchase the property. For one (1) year following delivery of this notice, the Owner is not required to provide additional notices to the same tenant regarding subsequent offers to purchase the property, pursuant to § 42- 3404.09(b)(2).



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### LIMITATION OF LIABILITY

Under D.C. Official Code § 42-3404.09(b)(3):

- Any liability for failure to provide this notice rests solely with the Owner and
- Does not attach to the real property that is the subject of the notice.
- A tenant may not file a notice of pendency of action (Lis pendens) related to an alleged failure to provide this notice, pursuant to § 42-1207 with the Recorder of Deeds.

Owner’s Agent or Representative (*if applicable*):

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Address:

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Telephone:

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Email:

cc: (*\*To be sent same day as when sent to Tenant*)

(*Delivery Date:*

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