



District of Columbia Department of Housing and Community Development  
Housing Regulation Administration – Rental Accommodations Division  
1800 Martin Luther King Jr. Avenue SE, 2<sup>nd</sup> Floor  
Washington, DC 20020  
(202) 442-9505

RAD Date Stamp

Internal Use Only

C/O current:

yes no n/a

BBL current: yes no

Reg. current: yes no

**90 DAY NOTICE TO VACATE**  
**FOR PERSONAL USE AND OCCUPANCY**  
**OF A CONTRACT PURCHASER**

**SECTION 501(e) NOTICE**

**D.C. OFFICIAL CODE § 42-3505.01(e) (Supp. 2008)**

**14 DCMR §§ 4300 et seq. (2004)**

THIS NOTICE MUST BE FILED WITH THE RENTAL ACCOMMODATIONS DIVISION  
WITHIN FIVE (5) DAYS OF THE DATE OF ISSUANCE TO THE TENANT

THIS NOTICE SHALL ONLY BE SENT BY THE HOUSING PROVIDER OF RECORD AT  
THE TIME OF THE ISSUANCE OF THIS NOTICE AND MAY NOT BE SENT BY THE  
CONTRACT PURCHASER

TENANT’S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT’S ADDRESS: \_\_\_\_\_

Dear Tenant:

This Notice is sent to you pursuant to Section 501(e) of the District of Columbia Rental Housing Act of 1985, as amended (Act), codified as D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008).

Section 501 (e) of the Act provides that your Housing Provider may recover possession of your Rental Unit where your Housing Provider has in good faith contracted in writing to sell your Rental Unit or the Housing Accommodation in which your Rental Unit is located for the immediate personal use and occupancy by another person, so long as your Housing Provider has notified you in writing of your right and opportunity to purchase as provided in Chapter 34 of Title 42 of the District of Columbia Code (D.C. OFFICIAL CODE §§ 42-3401 et seq. (Supp. 2008).

Your Housing Provider must serve on you with a 90-day Notice to Vacate in advance of any Housing Provider action to recover possession of your Rental Unit. The Housing Provider shall not demand or receive rent for your Rental Unit which will be repossessed under this subsection during the twelve (12) month period beginning on the date on which your Rental Unit will be repossessed by the Housing Provider.

Attached to this Notice are copies of the Housing Provider Affidavit and Contract Purchaser Affidavit submitted to the Rent Administrator, Rental Accommodations Division.

By reason of the foregoing, this is your ninety (90) day Notice to Vacate your Rental Unit by (date): \_\_\_\_\_.

This letter is intended to be a Notice to Vacate, and you are hereby notified that your Housing Provider desires to have and gain possession of your Rental Unit. You are notified to vacate your Rental Unit as set forth above, no later than midnight on the date stated above.

In the event you fail to vacate your Rental Unit as stated above, the Housing Provider is authorized to take any steps under D.C. law as are appropriate to evict you, including the filing of a suit in the Superior Court of the District of Columbia for possession of your Rental Unit.

Nothing herein shall be deemed to relieve you of your obligation to promptly pay all future rents when due, or to prevent your Housing Provider from suing for possession of your Rental Unit for any reason whatsoever under D.C. law. You are also notified that the rent for your Rental Unit is due in accordance with your lease, up to and including the date by which you are required to vacate. Also, you will be liable for any damages arising from your continuing use and occupancy of your Rental Unit if you fail to vacate by the date specified in this notice and for any claims of any type for any other damages which may arise out of any provision of the lease agreement.

Your Rental Unit registered with the Rental Accommodations Division. Your Housing Provider's Registration Number is \_\_\_\_\_.

If you have any questions about this Notice, please direct them to the Rental Accommodations Division in writing at 1800 Martin Luther King Jr. Avenue SE, 2<sup>nd</sup> Floor, Washington, DC 20020, call (202) 442-9505, or visit the Housing Resource Center on Monday thru Friday from 8:30 am to 3:30 pm.

Housing Provider's Business Address  
(No P.O. Box)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Housing Provider's Name (print)

Owner  Authorized Agent

Title (if applicable): \_\_\_\_\_

Housing Provider's Telephone Number and E-mail

\_\_\_\_\_  
Housing Provider's Signature

\_\_\_\_\_

**NOTE: This affidavit must be completed and signed by the owner(s) of the Housing Accommodation or Rental Unit when the Notice to Quit and Vacate is issued pursuant to Section 501(e) of the Act, codified at D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008). Each Owner of a Housing Accommodation shall complete a separate Affidavit.**

**OWNER'S AFFIDAVIT**

County: \_\_\_\_\_ to wit  
State: \_\_\_\_\_

I, (Owner's name) \_\_\_\_\_, being first duly sworn according to law, depose and state as follows pursuant to Section 501(e) of the Rental Housing Act of 1985, as amended (Act), codified at D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008):

- (1) I am record owner of the following Housing Accommodation or Rental Unit (address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (2) I am currently leasing the Housing Accommodation or Rental Unit to (Tenant name):  
\_\_\_\_\_
- (3) The Tenant identified in the attached Section 501(e) Notice under D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008) has been provided the first right to purchase the subject housing accommodation pursuant to the D.C. OFFICIAL CODE §§ 42-3401 et seq. (Supp. 2008) and has not chosen to exercise their right in accordance with D.C. OFFICIAL CODE §§ 42-3401 et seq. (Supp. 2008).
- (4) If I fail for any reason to sell said Housing Accommodation or Rental Unit to the Contract Purchaser within \_\_\_\_\_ business days from the date of this Affidavit, I shall notify the Rental Accommodations Division immediately.

Owner's Business Address (No P.O. Box)

\_\_\_\_\_  
Owner's Name (print)

Owner  Authorized Agent  Title (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Owner's Telephone Number and E-mail

\_\_\_\_\_  
Owner's Signature

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires (date): \_\_\_\_\_

**NOTE: This affidavit must be completed and signed by the Contract Purchaser when the Notice to Vacate is issued pursuant to Section 501(e) of the Act, codified at D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008).**

**CONTRACT PURCHASER'S AFFIDAVIT**

County: \_\_\_\_\_ to wit  
State: \_\_\_\_\_

I, (Contract Purchaser's name): \_\_\_\_\_, having been first duly sworn according to law, depose and state as follows pursuant to Section 501(e) of the Rental Housing Act of 1985, as amended (Act),, codified at D.C.OFFICIAL CODE § 42-3505.01(e) (Supp. 2008):

(1) I am the Contract Purchaser of the following Housing Accommodation or Rental Unit (address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) The seller of the Housing Accommodation or Rental Unit is (print seller's name):

\_\_\_\_\_

(3) As the Contract Purchaser, I intend to occupy and to use this Housing Accommodation or Rental Unit for my personal use and occupancy as a dwelling.

Contract Purchaser's Business Address  
(No P.O. Box)

\_\_\_\_\_  
Contract Purchaser's Name (print)

Owner  Authorized Agent

Title (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Contract Purchaser's Telephone Number  
and E-mail

\_\_\_\_\_  
Contract Purchaser's Signature

\_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires (date): \_\_\_\_\_

**CERTIFICATE OF SERVICE**

*Note: If you file a Complaint in the Landlord and Tenant Branch of the Superior Court of the District of Columbia, you may be required to prove that you served this Notice correctly.*

I hereby certify that my name is (Please Print) \_\_\_\_\_ and I am authorized to serve the attached 90 Day Notice to Vacate for Personal Use and Occupancy of Contract Purchaser under D.C. OFFICIAL CODE § 42-3505.01(e) (Supp. 2008).

I further certify that my age is \_\_\_\_\_, and my business address is: \_\_\_\_\_  
\_\_\_\_\_.

At the following time: \_\_\_\_\_ AM/PM and on the following date: \_\_\_\_\_, 20\_\_\_\_, I served the attached 90 Day Notice to Vacate for Personal Use and Occupancy of Contract Purchaser under D.C. OFFICIAL CODE § 42-3505.01(e) (Supp. 2008) in both English and Spanish (check only one below):

By personal service upon the Tenant (insert name and address of Tenant):  
\_\_\_\_\_

By substitute service upon (insert name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

***Description of person served for personal or substitute service:***

Approximate height: \_\_\_\_\_ Approximate weight: \_\_\_\_\_ Sex (m/f): \_\_\_\_\_

Approximate age: \_\_\_\_\_ Hair color: \_\_\_\_\_ Other: \_\_\_\_\_

By certified mail, with delivery confirmation, to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

By priority mail, with delivery confirmation, to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

By first class mail to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Process Server

***OPTIONAL NOTARIZATION:*** *Notarization of this Certificate of Service regarding this 90 Day Notice to Vacate for Personal Use and Occupancy of Contract Purchaser under D.C. OFFICIAL CODE § 42-3505.01(e) (Supp. 2008) is not required.*

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_