



District of Columbia Department of Housing and Community Development  
Housing Regulation Administration – Rental Accommodations Division  
1909 Martin Luther King, Jr. Avenue, SE  
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

**120 DAY NOTICE TO VACATE**  
**FOR RENOVATIONS OR ALTERATIONS**

**SECTION 501(f) NOTICE**  
**D.C. OFFICIAL CODE § 42-3505.01(f) (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**

TENANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT'S ADDRESS: \_\_\_\_\_

Dear Tenant:

**RENOVATIONS OR ALTERATIONS APPLICATION WAS APPROVED BY THE OFFICE OF THE RENT ADMINISTRATOR ON \_\_\_\_\_, 20\_\_ , AUTHORIZING THE HOUSING PROVIDER TO TEMPORARILY RELOCATE YOU IN ORDER TO COMPLETE RENOVATIONS OR ALTERATIONS TO YOUR RENTAL UNIT AND NO APPEAL OR STAY IS PENDING.**

This notice is sent to you pursuant to Section 501(f)(1) of the District of Columbia Rental Housing Act of 1985, as amended (Act), codified as D.C. OFFICIAL CODE § 42-3505.01(f) (Supp. 2008).

D.C. OFFICIAL CODE § 42-3505.01(f) (Supp. 2008) provides that your Housing Provider may recover possession of your Rental Unit for the immediate purpose of making alterations or renovations to the rental unit which cannot be safely or reasonably accomplished while the rental unit is occupied, so long as the plans for such alterations or renovations have been previously filed with and approved by the Rent Administrator and such plans demonstrate that the proposed alterations or renovations cannot safely or reasonably be accomplished while the unit is occupied. Your Housing Provider shall serve on you a 120-day notice to vacate in advance of his or her action to recover possession of your Rental Unit. This notice to vacate shall comply with, and notify you of, your right to relocation assistance.

This letter is a Notice to Vacate within one hundred and twenty (120) days, as required by D.C. OFFICIAL CODE § 42-3505.01(f)(1) (Supp. 2008) and you are hereby notified that the Housing Provider desires to have and gain possession of your Rental Unit in one hundred and twenty (120) days from the date of your receipt of this Notice. You are notified to vacate your Rental Unit no later than midnight on (date): \_\_\_\_\_.

If you are displaced from your Rental Unit by the renovations or alterations of the Housing Accommodation in which your Rental Unit is located, you have the absolute right to re-rent your Rental Unit immediately after the renovations or alterations are completed at the same rate, if the

Rent Administrator has determined that the alteration or renovations are necessary to bring the rental unit into substantial compliance with the housing regulations.

If you are displaced by actions under this subsection, you are entitled to receive relocation assistance as set forth in subchapter VII of the Act at D.C. OFFICIAL CODE § 42-3507.01-.03 (Supp. 2008), if you meet the eligibility criteria of the Act. Pursuant to Section 703 of the Act, D.C. OFFICIAL CODE § 42-3507.03 (Supp. 2008), you are entitled to relocation assistance in the amount of \$300.00 per "Room," which is defined under the Act as any space sixty (60) square feet or larger which has a fixed ceiling and a floor and is subdivided with fixed partitions on all sides, but does not mean bathrooms, balconies, closets, pantries, kitchens, foyers, hallways, storage areas, utility rooms or the like. Further, under D.C. OFFICIAL CODE § 42-3507.03(a)(2) (Supp. 2008), you are entitled to relocation assistance in the amount of \$150.00 for each pantry, kitchen, storage area, and utility room that exceeds 60 square feet in area and for which you bear the cost of moving the majority of your furnishings.

Notwithstanding the above, the amount of relocation assistance shall be adjusted by the Mayor not more than once every twelve months and not less than once every three years after June 22, 2006. The amount of relocation assistance shall reflect the cost of moving, including transporting personal property, packing and unpacking, insurance of property while in transit, storage of personal property, the disconnection and reconnection of utilities and any other reasonable factors within the Washington/Baltimore SMSA. Therefore, according to the amount established for relocation assistance under D.C. OFFICIAL CODE § 42-3507.03(b) (Supp. 2008), the law requires that the Housing Provider provide you with relocation assistance in the total amount of \$\_\_\_\_\_.

If you notify the Housing Provider named below in writing at least ten (10) business days before you vacate your Rental Unit, you will receive the relocation assistance no later than one (1) day before you vacate your Rental Unit. If you do not notify the Housing Provider in writing at least 10 business days before you vacate your Rental Unit, you will receive the relocation assistance within thirty (30) days after you vacate your Rental Unit.

If you fail to pay rent as required during the one hundred twenty (120) day period during which this Notice to Vacate is effective, you may be evicted.

Nothing herein shall relieve you of your obligation to promptly pay all future rents when due, including during the 120 day period for which this Notice to Vacate is effective, or deemed to prevent the Housing Provider from suing for possession, based upon non-payment of rent. You are also notified that the rent for the 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 the Rental Unit if you fail to vacate by the date specified in this notice and for any claims for any other damages which may arise out of any provision of the lease agreement.

This Rental Unit is registered with the Rental Accommodations Division. The Housing Provider's registration number is \_\_\_\_\_.

If you have any questions about this Notice, please direct them, in writing, to the Rental Accommodations Division at 1909 Martin Luther King, Jr. Avenue, SE, Washington,

DC 20020. You may call (202) 442-9505 Monday through Friday from 8:30 am to 4:30 pm, or visit the Housing Resource Center Monday thru Friday from 8:30 am to 3:30 pm.

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

Owner  Authorized Agent

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

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

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

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

Housing Provider's Telephone Number and E-mail  
address:

\_\_\_\_\_

**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(f) of the Act, codified at D.C.OFFICIAL CODE § 42-3505.01(f) (Supp. 2008). Each Owner of a Housing Accommodation shall complete a separate Affidavit.**

**OWNER'S AFFIDAVIT**

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

I, (Owner's name) \_\_\_\_\_, having been first duly sworn according to law, depose and state as follows:

(1) I am the record Owner of the following Housing Accommodation or Rental Unit (address):

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

(2) I am currently leasing the Housing Accommodation or Rental Unit to (Tenant's name):

\_\_\_\_\_

(3) The tenant(s) of the Housing Accommodation or Rental Unit is/are also identified in the attached one hundred and twenty (120) day Notice to Vacate for Renovations or Alterations pursuant to Section 501(f) of the District of Columbia Rental Housing Act of 1985, as amended (Act) and codified as D.C.OFFICIAL CODE § 42-3505.01(f) (Supp. 2008).

(4) The renovations or alterations petition regarding said Housing Accommodation or Rental Unit has been approved by the Rent Administrator.

(5) If I fail for any reason to complete renovations or alterations to said Housing Accommodation or Rental Unit according to the aforementioned substantial rehabilitation petition, I shall notify 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): \_\_\_\_\_

**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 120 Day Notice to Vacate for Renovations or Alterations under D.C. OFFICIAL CODE § 42-3505.01(f) (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 120 Day Notice to Vacate for Renovations or Alterations under D.C. OFFICIAL CODE § 42-3505.01(f) (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 120 Day Notice to Vacate for Renovations or Alterations under D.C. OFFICIAL CODE § 42-3505.01(f) (Supp. 2008) is not required.*

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

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

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

## Help for Tenants & Housing Providers

These organizations can help housing providers and tenants.
<b>Apartment and Office Building Association of Metropolitan Washington*</b>
1050 17 <sup>th</sup> Street, NW, Suite 300
Washington, DC 20036
(202) 296-3390
<a href="http://www.aoba-metro.org">www.aoba-metro.org</a>
<b>American University Washington College of Law***</b>
Community and Economic Development Law Clinic
4801 Massachusetts Avenue NW
Washington, DC 20016
(202)274-4000
<a href="http://www.wcl.american.edu/clinical">www.wcl.american.edu/clinical</a>
<b>DC Bar Pro Bono Program Legal Advice and Referral Clinic/ Bread for the City</b>
1525 7 <sup>th</sup> Street, NW
Washington, DC 20001
(202) 265-2400
<i>and</i>
1640 Good Hope Road, SE
Washington, DC 20020
(202) 561-8587
<a href="http://www.breadforthecity.org">www.breadforthecity.org</a>
<b>DC Bar Association Lawyer Referral Service</b>
(202) 296-7845
<a href="http://www.badc.org/html/lawref.htm">www.badc.org/html/lawref.htm</a>
<b>DC Law Students in Court Program</b>
616 H St., NW, Suite 500
Washington, DC 20001
(202) 638-4798
<a href="http://www.dclawstudents.org">www.dclawstudents.org</a>
<b>Department of Housing and Community Development</b>

<b>Housing Regulation Administration, Rental Accommodations Division</b>
<b>Housing Resource Center</b>
1909 Martin Luther King, Jr., Avenue, SE
Washington, DC 20020
(202) 442-9505
www.dhcd.dc.gov
<b>Housing Counseling Services</b>
2410 17 <sup>th</sup> St. NW, Suite 100
Adams Alley Entrance
Washington, DC 20009
(202) 667-7006
www.housingetc.org
<b>Landlord/Tenant Resource Center</b>
Superior Court Building B, Room 115
510 4 <sup>th</sup> Street, NW
Washington, DC 20001
(202) 508-1710
<a href="http://www.dccourts.gov/dccourts/superior/civil/landlord_tenant.jsp">http://www.dccourts.gov/dccourts/superior/civil/landlord_tenant.jsp</a>
<b>Latino Economic Development Corporation</b>
2316 18 <sup>th</sup> Street, NW
Washington, DC 20009
<a href="http://www.ledcdc.org/">http://www.ledcdc.org/</a>
<b>Legal Aid Society of the District of Columbia</b>
<i>Main office</i>
1331 H Street, NW, Suite 350
Washington, DC 20005
(202) 628-1161
<i>and</i>
2041 Martin Luther King Jr. Ave, SE, #400
Washington, DC 20020
(202) 628-1161
<i>and</i>
<a href="http://www.legalaiddc.org">www.legalaiddc.org</a>
<b>Legal Counsel for the Elderly</b>
601 E Street, NW, Suite A4400
Washington, DC 20049
(202) 434-2170
<a href="http://www.aarp.org/lce">www.aarp.org/lce</a>
<b>Office of Administrative Hearings</b>
One Judiciary Square
441 – 4 <sup>th</sup> Street, NE, Suite 450N
Washington, DC 20001



