



Instructions for Completing Rent History Disclosure

These instructions are to be used with a Rent History Disclosure (RAD Form 4). This form applies to all rental units.

When to Use This Form. The Rent History Disclosure is required for a housing provider to disclose a housing accommodation's rent history for the past 3 years. Tenants must receive this form when they apply for a rental unit or if an application is not required, when a tenant enters into a lease or other rental agreement. Use of this Form 4 is required effective December 31, 2021.

If you require assistance, you may contact the Rental Accommodations Division on (202) 442-9505.

Completing the Rent History Disclosure.

Date. Fill in the date you are completing the form.

Tenant or Applicant Name(s). Fill in all the names of the tenants or applicants who will be served with the form.

Tenant Address. Complete the tenant address or the unit for which the applicant is applying at the housing accommodation.

Registration or Exemption Number. Complete the property registration or exemption number.

Basic Business License Number. A housing provider must have a valid basic business license. Complete the basic business license number.

Certificate of Occupancy. If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

Box A, For Rental Units EXEMPT from Rent Stabilization.

For units which are not rent-stabilized, fill in the information for the monthly rent increases for the past 3 years.

- **Date:** fill in the date the monthly rent was increased.
- **Prior Rent:** fill in the prior dollar amount of the monthly rent.
- **Increase:** fill in the dollar amount of the increase.
- **Currently Monthly Rent:** fill in the currently monthly rent amount.

Box B, For Rent-Stabilized Units.

For units which are rent-stabilized, complete the information for the monthly rent increases for the past 3 years. If this form is being issued to an applicant or new tenant, include any vacancy adjustment being applied to the new tenancy.

If a vacancy adjustment is being applied, file a copy of Form 4 and this form with RAD within 30 days of the new tenancy beginning. If a new tenant's rent charged is less than stated in the applicant disclosure, you must: (1) re-issue this form to the tenant with the updated rent

adjustment and rent charged, and (2) file only the copy of this form containing the updated information.

Section B.1. Monthly Rent Charged

- **Eff. Date:** fill in the effective date of the rent increase.
- **Prior rent:** fill in the prior dollar amount of the monthly rent.
- **Amount Inc.:** fill in the dollar amount of the monthly rent increase.
- **Type:** fill in whether the monthly rent increase was because of an increase of general applicability under the CPI-W+2% (CPI), a vacancy increase (Vac), a change in services and facilities (SF), a capital improvement petition (CI), a substantial rehabilitation petition (SR), or a voluntary agreement (VA).
- **Auth. Date:** means the date the rent adjustment first became authorized under the Act. This date should be identical to the date inserted on Form 9.
 - For CPI-W or COLA adjustments, this will be May 1 of each calendar year.
 - For vacancy adjustments, this is the date the housing provider took possession of the vacated rental unit from the former tenant. This form must be filed within 30 days of the authorization date for any vacancy adjustment.
 - The effective date of a rent adjustment must be less than 12 months from the authorization date, unless an exception applies to delay the start of the 12-month limit. See 14 DCMR §§ 4204.9 and .10 for details.
 - If a final order approving a petition was appealed, enter the date the appeal was resolved.
 - Use the effective date of a tenant's certification of protected status if reducing the rent under code 224(b) or 224(e) (see table on page 4).
 - Use the date of OCFO's determination letter if applying a rent surcharge because tax credits are not available. Attach a copy of the determination letter to this form if it is not already included with the copy of the notice given to the tenant(s).
- **Case No.:** fill in the 5-digit number assigned to an HP, SF, CI, SR, or VA petition case for the monthly rent increase.
- **Comp. Unit:** enter the unit number used as the basis for the vacancy rent adjustment (repealed Feb. 22, 2019).
- Enter **Rent Surcharge Information**.
- Enter "**209**" for adjustments made upon the termination of an exemption.

Section B.2. Rent Surcharges

- Check the box if rent adjustment is implemented as a rent surcharge if being charged (i.e., tenant is not elderly or a tenant with a disability).
- **Amount:** fill in the surcharge amount.
- **Type:** fill in whether the surcharge resulted from (hardship petition (HP), substantial rehabilitation petition (SR), or capital improvement petition (CI) generally, or voluntary agreement (VA) or a change in services and facilities petition (SF).
- **Case No.:** fill in the 5-digit number assigned to an HP, SF, CI, SR, or VA petition.
- **Approval Date:** fill in the approval order date.
- **Exp. Date:** fill in the date the surcharge expires.
- Enter "**209**" for adjustments made upon the termination of an exemption.
- Fill in the total current monthly surcharges.

Section B.3. Pending Petitions

- **Type:** fill in tenant petition (TP), hardship petition (HP), substantial rehabilitation petition (SR), or capital improvement petition (CI), voluntary agreement (VA), or a change in services and facilities petition (SF).
- **Case No.:** fill in the petition case number.
- **Forum:** fill in whether the pending petition is under review by the Rental Accommodations Division (RAD), the Rental Housing Commission (RHC), the Office of Administrative Hearings (OAH), or the District of Columbia Court of Appeals (DCCA).
- **Filing Date:** the date the petition was filed with the Rental Accommodations Division.
- **Approval Date:** the date of the decision and order approving the petition.

Housing Provider's Information

Sign the form, print the housing provider's name, your capacity as signatory on the form, the housing provider's telephone number, email address, and mailing address. Note: you must provide a street address; forms with post office box addresses are unacceptable.