



**District of Columbia Department of Housing and Community Development**  
Housing Regulation Administration – Rental Accommodations Division (RAD)  
1800 Martin Luther King Jr. Avenue SE  
Washington, DC 20020  
(202) 442-9505

**NOTICE OF TENANT RIGHTS REGARDING  
HOUSING PROVIDER DISCLOSURE FORMS  
(NOTICE OF DISCLOSURE FORMS)**

Dear Tenant:

In accordance with the provisions of the Rental Housing Act of 1985, as amended (Act), as codified at D.C. OFFICIAL CODE § 42-3502.22 (Supp. 2008), you are notified that the Disclosure to Applicants and Disclosure to New and Existing Tenants, which contain information and documents on each Rental Unit, are available to you for inspection at a publicly accessible area of the Housing Accommodation. The contents of the Disclosure to Applicants and Disclosure to New and Existing Tenants shall be updated within thirty (30) days of any change.

Tenant's Name & Address (Do not use a P.O. Box Number):

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Housing Provider's Name & Business Address (Do not use a P.O. Box Number):

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Housing Provider's Telephone and E-mail Address: \_\_\_\_\_

Housing Accommodation Name and Address:

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Housing Accommodation Registration or Exemption Number: \_\_\_\_\_

The Disclosure to Applicants and Disclosure to New and Existing Tenants contain the following information:

1. The applicable rent for the Rental Unit;
2. Any petitions pending that could affect the Rental Unit or Housing Accommodation;
3. Any surcharges (temporary rent increases) in effect;
4. Notification regarding the frequency of increases in the Rent Charged;
5. Status of Rental Unit or Housing Accommodation as Rent-Controlled or Exempt;
6. The current business license;
7. The RAD Registration/Claim of Exemption Form;

8. The most recent Amended Registration Form (if applicable);
9. Housing Violation Notices issued in the last twelve (12) months;
10. The pamphlet, What You Should Know About Rent Control in the District of Columbia, published by the Rent Administrator that explains the laws and regulations applicable to adjustments in the Rent Charged and petitions filed under the Act;
11. The amount of any nonrefundable application fee;
12. The initial security deposit amount, interest thereon, and how the deposit is returned to the Tenant;
13. The registration status of the Rental Unit or Housing Accommodation as an existing condominium, cooperative or non-housing use, or whether the Rental Unit or Housing Accommodation is in the process of converting to such use; and
14. The ownership information of the Rental Unit or Housing Accommodation as indicated in the RAD Registration /Claim of Exemption Form.

Location of the Disclosure to Applicants and Disclosure to New Tenants

The Applicant Disclosure Form and Disclosure of Basis of Rent Charged Form are maintained in a publicly accessible area of the Housing Accommodation:

- At the on-site reception desk or rental office;.
- At the on-site residence of the manager or superintendent;.
- At the office of the on-site management company or Housing Provider;
- At other on-site location (please specify): \_\_\_\_\_.

Note: A copy of the Applicant Disclosure Form and Disclosure of Basis of Rent Charged Form will be delivered to a tenant within ten (10) business days after a written request from the Tenant, at no charge, once a year.

**NOTICE OF PENALTIES FOR FAILURE TO COMPLY WITH  
TENANT INSPECTION AND DISCLOSURE REQUIREMENTS**

The Rent Charged for any Rental Unit in a Housing Accommodation shall not be increased if the Housing Provider (a) willfully violates any provision of D.C. OFFICIAL CODE § 42-3502.22 (Supp. 2008) or (b) fails to comply with any provision of D.C. OFFICIAL CODE § 42-3502.22 (Supp. 2008) within ten (10) business days of written notice from the Rent Administrator.

\_\_\_\_\_  
Name of Housing Provider [Type or Print]

\_\_\_\_\_  
Signature of Housing Provider

\_\_\_\_\_  
Date

If you have any questions about this Disclosure, please direct them to the Rental Accommodations Division in writing at 1800 Martin Luther King Jr. Avenue SE, Washington, DC 20020. You may call (202) 442-9505 between the hours of 8:30 am and 4:30 pm, or visit the Housing Resource Center, first floor Monday thru Friday between the hours of 8:30 and 3:30 pm.