



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

**HOUSING PROVIDER’S NOTICE TO TENANTS
 OF ADJUSTMENT IN RENT CHARGED**

TENANT NAME: _____ DATE: _____

TENANT ADDRESS: _____

WASHINGTON, D.C. (zip code): _____

**IF YOU ARE ELDERLY OR DISABLED, CONTACT YOUR HOUSING PROVIDER TO COMPLETE
 A “NOTICE OF ELDERLY OR DISABLED STATUS” FORM, AND GIVE A COPY TO YOUR
 HOUSING PROVIDER. THIS FORM IS ALSO AVAILABLE FROM THE RENTAL
 ACCOMMODATIONS DIVISION.**

DEAR TENANT(S):

In accordance with the provisions of the Rental Housing Act of 1985, as amended (Act), the rent charged for your rental unit will be adjusted as set forth below:

Your current rent charged is: \$ _____

The dollar adjustment in your rent charged is: \$ _____

The percentage adjustment in your rent charged is: _____%

Your new rent charged is: \$ _____

The effective date of your new rent charged is: _____

The basis of the adjustment in rent charged is as follows [check one]:

— Under section 206(b) and 208(h) of the Act (D.C. OFFICIAL CODE §§ 42-3502.06(b) & 42-3502.08(h)(2) (Supp. 2008), the increase in rent charged is based on the increase in the Consumer Price Index (CPI-W). For tenants qualified under the Act as elderly or disabled, the maximum increase in rent charged is the lesser of the CPI-W percentage, or 5% of the current allowable rent charged. For other tenants, the maximum percentage increase in rent charged is the CPI-W percentage plus 2%, but the total increase shall not be more than 10% of the current allowable rent charged. The Rental Housing Commission (RHC) determines the annual adjustment of general applicability in the rent charged established by Section 206(b) for each Rental Unit, which shall be equal to the change during the previous calendar year in the Washington, D.C. Standard Metropolitan Statistical Area (SMSA) Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). The CPI-W percentage published by the Rental Housing Commission for May 20__ through April 20__ is _____%.

— Alternatively, a housing provider may seek an allowable rent adjustment under other provisions of the Act, including petitions based on capital improvements, changes in services and/or facilities, hardship, substantial rehabilitation or voluntary agreement with 70% of the tenants.

The adjustment in rent charged is based on the following provision of the Act:

Section of Act	Type of Increase	\$ Increase Authorized
Effective date of Authorization	Case number and Date of Decision, if applicable	

Section of Act	Description
206(b)	Annual Increase of General Applicability (CPI-W based)
210	Capital Improvement
211	Change in Services/Facilities
212	Hardship Petition
213(a)(1)	Vacancy (10% Increase)
213(a)(2)	Highest Comparable Vacancy (Up to 30% Increase)
214	Substantial Rehabilitation
215	Voluntary Agreement

The Housing Provider certifies that (1) at least one (1) year has passed since the last rent adjustment (except for any vacancy increases); (2) the Rental Unit and the common elements of the Housing Accommodation are in substantial compliance with the Housing Code of the District of Columbia at the time that the adjustment is implemented, or that any non-compliance is the result of Tenant neglect or misconduct; and (3) the rent adjustment is in compliance with all other provisions of the Act.

You have the right to request that the Rental Accommodations Division (RAD) review this notice. You may contact RAD at 202-442-9505. Walk-in assistance is available Monday through Friday from 8:30 am to 3:30 pm in the Housing Resource Center located at 1800 Martin Luther King Jr. Avenue SE, Washington, DC 20020. A more detailed summary of Tenant rights and sources of technical assistance are available in the RAD pamphlet entitled "What You Should Know about Rent Control in the District of Columbia," which is available from the Housing Provider, the RAD office, and online at www.dhcd.dc.gov.

Certificate of Occupancy Number (if applicable): _____

Basic Business License Number: _____

RAD Registration Number: _____

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

Housing Provider's Name (print)

Owner Authorized Agent

Other Title (if

applicable): _____

Housing Provider's Signature

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