



CERTIFICATE OF ADJUSTMENT IN RENT CHARGED

TO BE FILED BY HOUSING PROVIDER WITH RENTAL ACCOMMODATIONS DIVISION (RAD) AT LEAST 30 DAYS IN ADVANCE BEFORE INCREASING RENT. USE FORM 8 TO NOTIFY TENANTS BEFORE INCREASING RENT.

To the attention of the Rent Administrator:

I, _____, declare and affirm the following:
(name of individual/business)

1. I am the (check one) owner, manager, other (specify) _____, of a housing accommodation located in the District of Columbia ("Housing Provider").
2. My address for correspondence related to this business is (no P.O. boxes):
(street) _____, (unit) _____
(city) _____, (state) _____ (zip) _____.
3. My telephone number and email address are:
_____.
4. I am the Housing Provider for the following housing accommodation:
(street) _____, (unit) _____
Washington, DC (zip) _____ ("Housing Accommodation").
5. The Housing Accommodation is properly registered with RAD under the following registration number: _____.
6. My Basic Business License number is _____, which is valid until (date) _____.
7. The Housing Accommodation is required to have and has a Certificate of Occupancy, with the following number (if applicable): _____.
8. Within the last 30 days, I increased or decreased the rent charged, or implemented or removed a rent surcharge, for one or more rental units in the Housing Accommodation that are covered by the Rent Stabilization Program of the Rental Housing Act of 1985 (hereinafter, "Act"). I have attached hereto an appendix detailing each rent adjustment, following the directions in this form.
9. I served the tenant(s) of each affected, occupied rental unit with a Notice of Rent Adjustment (RAD Form 8) **at least 30 days before the effective date of each rent increase**. I have attached (*check one*):

A true copy of the notice corresponding to each rent adjustment listed in the attached appendix; or

A true copy of one sample notice for all rent adjustments listed in the attached appendix that took effect on the same date and that were based on the same authorization under the Act.

10. I am aware that the Act defines the term “rent charged” as “the entire amount of money, money’s worth, benefit, bonus, or gratuity a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit, its related services, and its related facilities, pursuant to the Rent Stabilization Program.”
11. Each affected rental unit and all common elements of the Housing Accommodation are in substantial compliance with the District of Columbia’s housing regulations, or any noncompliance is the result of tenant neglect or misconduct (see 14 DCMR § 4216.2).

I declare, affirm and ratify under penalty of perjury that the foregoing information and attached documentation are complete and accurate to the best of my knowledge. I fully understand and acknowledge that my signature below shall be deemed as the taking of an oath or affirmation regarding all of the information provided herein, to which the sanctions for perjury, false swearing, or false statements under D.C. Official Code §§ 22-2402, 22-2404 & 22-2405, respectively, shall apply.

(Housing Provider’s signature)

(date)

(print name of individual signing)

APPENDIX OF RENT ADJUSTMENTS

Unit No.	Prior Rent Charged	New Rent Charged	Prior Total Surcharges Authorized	Prior Surcharge Case No.(s)	New Total Surcharges Applied	Dollar Amount Change to Rent	Percent Change of Rent Charged	Section of Act (Adjustment Type)	Petition Case No. (if applic.)	Auth. Date	Effective Date	Notice Service Date	Serv. Type

check if multiple appendix pages used