



Department of Housing and Community Development
Rental Accommodations Division
Housing Resource Center
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020 | (202) 442-9505

RAD Date Stamp

Instructions for Completing Certificate of Adjustment in Rent Charged

These instructions are to be used with a Housing Provider's Certificate of Rent Charged (RAD Form 9). This form applies only to rental units covered by the Rent Stabilization Program of the Rental Housing Act of 1985.

When to Use This Form. The Certificate of Adjustment in Rent Charged is required for a housing provider to give the Rental Accommodations Division notice of rent adjustments and rent levels. A housing provider must provide the Rental Accommodations Division with written notice of an intended rent increase no more than thirty (30) days after the rent adjustment. You must file a copy of the Housing Provider's Notice to Tenant of Rent Adjustment (Form 8) served on your tenant(s) along with this Certificate of Adjustment in Rent Charged (Form 9). You may only increase the rent charged once during a twelve (12) month period. Failure to implement a rent adjustment within the time allowed shall result in the forfeiture of the rent adjustment. Use of this Form 9 is required effective December 31, 2021.

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

Completing the Certificate of Adjustment in Rent Charged Form.

- 1. Name of Individual/Business.** Fill in the name of the person completing the form.
- 2. Capacity of Declarant.** Check which box applies to the person completing the form and fill in your capacity if you select "other."
- 3. Address.** Fill in your address. Note: post office box addresses are unacceptable.
- 4. Telephone and Email Address.** Fill in your telephone number and email address.
- 5. Housing Accommodation Address.** Fill in the housing accommodation address.
A housing provider may not take a rent increase unless a rental unit or housing accommodation is registered with the Rental Accommodations Division. Complete the property registration number.
- 6. Basic Business License Number.** A housing provider must have a valid basic business license. Complete the basic business license number.
- 7. 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.
- 9. Attachment.** Check which box is applicable. You may either file a copy of the notice for each rent adjustment in the Form 9 Appendix with the Rental Accommodations Division, or you may file a true copy of one sample notice for all rent adjustments in the Form 9 Appendix that took effect on the same date and have the same basis under the Act (e.g., if multiple CPI-W adjustments and rent surcharges took effect in the same thirty (30) day period, at least two (2) sample notices are required).

Directions for completing Appendix of Rent Adjustments.

Fill in all applicable information for each affected rental unit. Handwritten forms may be rejected if illegible. You may create and fill out an identical table on your own, but do not omit any column. Leave columns blank if not applicable.

“Auth. Date” means the date the rent adjustment first became authorized under the Act.

- 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.” means the identification number assigned to petition or voluntary agreement that authorized or required a rent adjustment. Use only the petition type (HP, CI, SR, SF, VA, or TP) and the 4- or 5-digit numerical portion of administrative petitions; for example, if the Office of Administrative Hearings labeled your hardship petition “2020-DHCD-HP 20,001” enter “20,001” or “HP 20,001.”

“Dollar Amount Change to Rent” is the amount of the rent charged adjustment *or* rent surcharge being implemented or removed.

“Effective Date of Rent Adjustment” should generally be the first date on which the new rent is due from the tenant. See 14 DCMR § 4205.6 for details. Leave blank for a vacancy adjustment if the unit does not have a new tenant yet. When re-occupied, you must file a copy of the new tenant disclosure forms given to the tenant showing the rent history, including the vacancy adjustment.

“New Total Surcharges Applied” includes only those surcharges that are actually charged to the tenant. If this rent adjustment does not involve a surcharge, leave blank.

“Notice Service Date” is the date the Housing Provider’s Notice of Rent Adjustment (RAD Form 8) was served on the tenant(s).

“Percent Change of Rent Charged” should be calculated by dividing the “dollar amount change to rent” over the “prior rent charged.”

“Prior” and “New Rent Charged” have the meaning of “rent charged” given on page 2. Leave “new rent charged” blank if implementing a rent surcharge pursuant to an approved petition.

“Prior Total Surcharges Authorized” is the total dollar amount of all rent surcharges that were approved and previously implemented, including any rent surcharges which the current tenant is exempt as an elderly tenant or tenant with a disability (“protected tenants”).

“Prior Surcharge Case Number(s)” is each case number (see below), including the petition type (HP, CI, SR, SF, VA), that resulted in an authorized surcharge. SF and VA rent

adjustments are considered surcharges for protected tenants. Use multiple lines as needed.

The following columns should be filled in with the appropriate code from each table:

| “Section of Act” | Legal Basis for Rent Adjustment |
|-------------------------|---|
| 208(h)(2)(A) | CPI-W + 2% or 10% (general) |
| 208(h)(2)(B) | CPI-W or COLA or 5% (protected tenant) |
| 208(h)(2)(C) | CPI-W or 5% (home servs. provider) |
| 209 | End of exemption (attach computation) |
| 210 | Capital Improvement Petition surcharge |
| 211 | Services/Facilities Petition |
| 212 | Hardship Petition surcharge |
| 212(c) | Hardship Petition surcharge (conditional) |
| 213(a)(1) | Vacancy adjustment 10% |
| 213(a)(2) | Vacancy adjustment 20% (longevity bonus) |
| 214 | Substantial Rehabilitation Petition surcharge |
| 215 | Voluntary Agreement (70% of tenants) |
| 216 | Final order on Tenant Petition |
| 224(b) | Removal of surcharge(s) for protected tenant |
| 224(e) | Revision of CPI-W adjustment for protected tenant |
| 224(g) | Implementation of surcharge – no tax credit |
| 103(29A) | Reduction in rent charged for any other reason |

| “Serv. Type” | Method of Service of Notice on Tenant |
|---------------------|--|
| 1 | Personal service on tenant(s) |
| 2 | Personal service on adult at the rental unit with instructions to deliver to tenant(s) |
| 3 | Personal service on an authorized representative of tenant(s) |
| 4 | First class mail |
| 5 | Certified mail |
| 6 | Priority mail with delivery confirmation |
| 7 | Electronic service by email attachment |
| 8 | Electronic service by document sharing service |
| 9 | Other electronic method |

Service on Tenant(s) and Filing with RAD. You must file this Certificate of Adjustment in Rent Charged (Form 9) and a copy of the Housing Provider's Notice to Tenant of Rent Adjustment (Form 8) with the Rental Accommodations Division. Filing with the Rental Accommodations Division may be made by hand delivery, mail, or by electronic mail to dhcd.rad@dc.gov. If filing with the Rental Accommodations Division by electronic mail, the form must be in a portable document format (PDF). You must submit one form per email with a limit of no more than ten (10) emailed filings per day.