



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 1909 Martin Luther King, Jr. Avenue SE, Washington, DC
 202.442.7200 | topa.notices@dc.gov | dhcd.dc.gov



Notice of Potential Sale

For Two, Three, or Four Unit Rental Housing Accommodations

(Pursuant to the Rental Housing Conversion and Sale Act of 1980, as amended by the Rebalancing Expectations for Neighbors, Tenants, and Landlords (RENTAL) Act of 2025)

TENANT NAME(S): _____

ADDRESS OF TENANT / UNIT: _____

Washington, DC _____

MODE OF DELIVERY (check all that apply):

- Hand-delivered
- Certified mail
- First-class mail
- Delivery service with tracking confirmation
- Email Delivery to DHCD at: topa.notices@dc.gov

Re: _____

(Address of the Two- through Four-Unit Rental Housing Accommodation)

OWNER: _____

NOTICE OF POTENTIAL SALE TO TENANT

You are receiving this notice in compliance with D.C. Official Code § 42-3404.09(b) and § 42-3404.10, as amended by the Rebalancing Expectations for Neighbors, Tenants, and Landlords (RENTAL) Act of 2025.



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Notice of Potential Sale

NOTICE OF POTENTIAL SALE TO TENANT (cont'.d)

The Owner has received or solicited, in writing, an offer to purchase the above-referenced two- through four-unit rental housing accommodation and has an intent to sell the property.

IMPORTANT INFORMATION ABOUT YOUR RIGHTS

This property is exempt from the Tenant Opportunity to Purchase Act (TOPA) under Section 410 of the Rental Housing Conversion and Sale Act, as amended, because it contains two to four rental units and is not owned in majority by a business corporation, as defined in D.C. Official Code § 29-101.02(2)(A).

However, tenants are still entitled to notice and protections under D.C. Official Code § 42-3404.09(b). Accordingly:

- You do not have the right to purchase property or assign purchase rights under TOPA.
- This notice is informational and does not require a response from you.
- No Offer of Sale will be issued to tenants for this transaction.

Note: Supporting Documentation of the exemption must be sent to DHCD along with a copy of this notice.

TIMING OF THIS NOTICE

Pursuant to D.C. Official Code § 42-3404.09(b)(1), this notice is being provided within three (3) calendar days of the Owner receiving or soliciting an offer to purchase the property. For one (1) year following delivery of this notice, the Owner is not required to provide additional notices to the same tenant regarding subsequent offers to purchase the property, pursuant to § 42-3404.09(b)(2).



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LIMITATION OF LIABILITY

Under D.C. Official Code § 42-3404.09(b)(3):

- Any liability for failure to provide this notice rests solely with the Owner and
- Does not attach to the real property that is the subject of the notice.
- A tenant may not file a notice of pendency of action (Lis pendens) related to an alleged failure to provide this notice, pursuant to § 42-1207 with the Recorder of Deeds.

QUESTIONS OR ADDITIONAL INFORMATION

If you have questions regarding this notice or your tenant’s rights, you may contact:

DHCD – Rental Conversion and Sale Division

1909 Martin Luther King, Jr. Avenue, SE

Washington, DC 20020

Phone: (202) 442-4407

Website: DHCD.dc.gov

You may also contact the Office of the Tenant Advocate (OTA) for independent tenant assistance.

Sincerely,

Signature of Owner/Landlord:

Print Name of Owner/Landlord:



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Owner's Agent or Representative (*if applicable*):

Address:

Telephone:

Email:

cc: (**To be sent same day as when sent to Tenant*)

(*Delivery Date:* _____)

Office of the Tenant Advocate
 899 North Capitol Street, NE
 Washington, D.C. 20002

Rental Conversion and Sales Division
 DC Department of Housing and Community Development
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