



**District of Columbia Department of Housing and Community Development**

Housing Regulation Administration – Rental Conversion and Sale Division

1800 Martin Luther King, Jr. Avenue, S.E.

Washington, DC 20020

Telephone (202) 442-4407 | [www.dhcd.dc.gov](http://www.dhcd.dc.gov)

**INSTRUCTIONS FOR PREPARING AND ISSUING  
A RIGHT OF FIRST REFUSAL  
FOR TWO (2), THREE (3) OR FOUR (4) RENTAL UNIT HOUSING ACCOMMODATIONS**

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

These instructions apply to a Right of First Refusal (Form C) for the sale of a two, three or four (2, 3 or 4) residential rental unit housing accommodation. This Right of First Refusal (Form C) notifies tenants **after** the owner has accepted (ratified) a third party sale contract on the housing accommodation. **This Right of First Refusal (Form C) is used only when the owner has issued an Offer of Sale Without a Third Party Sale Contract (Form B).** The tenants have fifteen (15) days to match the ratified third party sale contract. The right of first refusal period commences **after** the end of the negotiation period.

INSTRUCTIONS FOR ISSUING THE RIGHT OF FIRST REFUSAL (FORM C)

1. Do not delete or alter any part of the Right of First Refusal (Form C).
2. Fill in the date, number of occupied and vacant rental units, the name of tenant(s), the housing accommodation address, the Offer of Sale (Form B) date, and the address and telephone number of the owner or owner's agent.
3. The owner or the owner's agent must sign his her full name on the Right of First Refusal (Form C). For the purposes of legibility, a printed or typed name must also be placed on the appropriate line. An individual **name**, not a business name, must be on this line. The name of the business may be placed in the address area.
4. Send the Right of First Refusal (Form C) and a copy of the third party sale contract to each tenant by first class mail. (Faxing or emailing the Right of First Refusal (Form C) is NOT proper delivery.)
5. Send a copy of the Right of First Refusal (Form C) and a copy of the third party sale contract to the Rental Conversion and Sale Division. The Rental Conversion and Sale Division's address and telephone numbers are listed below and on the Right of First Refusal (Form C).

District of Columbia Department of Housing and Community Development

Rental Conversion and Sale Division

1800 Martin Luther King, Jr. Avenue, S.E.

Washington, D.C. 20020

Telephone (202) 442-4407 | [www.dchd.dc.gov](http://www.dchd.dc.gov)

(Revised 04/02/2015)

2-4 Rental Units Right of First Refusal (Form C) Instructions

FORM C

DO NOT DELETE OR ALTER ANY PART OF THIS RIGHT OF FIRST REFUSAL  
POST A COPY IN THE HOUSING ACCOMMODATION

RIGHT OF FIRST REFUSAL  
FOR A TWO, THREE OR FOUR RENTAL UNIT HOUSING ACCOMMODATION

TWO, THREE OR FOUR RENTAL UNITS

DATE: \_\_\_\_\_

Number of Occupied Rental Units \_\_\_\_\_

Number of Vacant Rental Units \_\_\_\_\_

COMBINED TOTAL NUMBER OF RENTAL UNITS \_\_\_\_\_

Dear \_\_\_\_\_:

Pursuant to Section 408 of the Rental Housing Conversion and Sale Act of 1980 (D.C. Law 3-86, § 42-3401.01 et. seq. (2001)), as amended (the "Act"), the owner has enclosed a copy of the third party sale contract, dated \_\_\_\_\_, which the owner accepted (ratified) for the sale of the housing accommodation in which you reside at \_\_\_\_\_, Washington, D.C. \_\_\_\_\_. The total number of rental units in the housing accommodation is: \_\_\_\_\_.

In accordance with the Act, in addition to the statutory time periods of which you were notified in the owner's Offer of Sale Without a Third Party Sale Contract for Two, Three or Four Rental Unit Housing Accommodations, dated \_\_\_\_\_, you have an additional fifteen (15) days to match the **enclosed** third party sale contract. The fifteen (15) day time period starts at the end of the statutory ninety (90) day negotiation time period. If you did not send the owner and the Rental Conversion and Sale Division a written acceptance statement of interest or if the statutory ninety (90) days negotiation time period has expired, you will have fifteen (15) days from receipt of this Right of First Refusal to match the third party sale contract.

If you match the ratified third party sale contract and you sign a sale contract with the owner, you will have a minimum of ninety (90) days to obtain financing or financial assistance and go to settlement for the purchase of this housing accommodation. However, if a lending institution or agency estimates that a decision regarding financing or financial assistance will be made within one hundred twenty (120) days after the date of contracting, the owner will provide you with an extension of time consistent with the written estimate.

If you would like information concerning technical and financial assistance, you may contact Housing Counseling Services on (202) 667-7006, Latino Economic Development Corporation on (202) 540-7417, the D.C. Department of Housing and Community Development, the Rental Conversion and Sale Division on (202) 442-4407, or the D.C. Office of the Tenant Advocate on (202) 719-6560.

FORM C

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If you have any questions regarding this matter, please contact \_\_\_\_\_  
(insert name) on telephone number (\_\_\_\_)\_\_\_\_\_.

**THIS RIGHT OF FIRST REFUSAL IS NOT A NOTICE TO VACATE.**

Sincerely (either Owner or Owner's Agent may sign),

\_\_\_\_\_  
Owner's SIGNATURE

\_\_\_\_\_  
Owner's PRINTED Name

\_\_\_\_\_  
Owner's Address, City, State and Zip Code

\_\_\_\_\_  
Owner's Agent's SIGNATURE

\_\_\_\_\_  
Owner's Agent's PRINTED Name

\_\_\_\_\_  
Owner's Agents Address, City, State and Zip Code

cc: 1 copy of Right of First Refusal, a copy of the ratified third party contract and a list of  
all tenants to:

District of Columbia Department of Housing and Community Development  
Rental Conversion and Sale Division  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
Telephone (202) 442-4407

(Revised 04/02/2015)