



Department of Housing and Community Development
Rental Accommodations Division
Housing Resource Center
1909 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020 | (202) 442-9505

Instructions for Completing Registration or Claim of Exemption for Housing Accommodation

These instructions are to be used with a Registration or Claim of Exemption for Housing Accommodation (RAD Form 1). This form applies all rental units and housing accommodations.

When to Use This Form. All housing providers must register their housing accommodations or rental units with the Rental Accommodations Division. A registration or claim for exemption must be filed within thirty (30) days of acquiring ownership of or offering the housing accommodation or rental unit for rent. Certain housing accommodations or rental units are covered by the Rent Stabilization Program of the Rental Housing Act of 1985 (commonly called “rent control”). Other housing accommodations will be exempt from rent stabilization. There are a number of factors which will qualify a housing accommodation for an exemption. Use of this RAD Form 1 is required effective January 31, 2023.

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

A housing accommodation is a building that contains one or more rental units and includes single family homes, apartment buildings, and condominium or cooperative units if offered rent. Dormitories, diplomatic housing, government-owned rental housing, and some assisted living/care facilities are not included and do not need to register.

Complete all applicable portions of this form and include copies of: (1) your unexpired basic business license; (2) most recently-issued certificate of occupancy (applicable for housing accommodations with 2 or more rental units); and (3) a copy of your recorded deed to the housing accommodation. Basic business licenses are issued by the Department of Licensing and Consumer Protection ((202) 671-4500). Certificates of Occupancy are issued by the Department of Buildings ((202) 671-3500).

Note: Before a housing provider may legally issue a notice to vacate and file a complaint for possession to evict a tenant, the property must be licensed by the Department of Licensing and Consumer Protection and registered with the Rental Accommodations Division.

The information submitted on the Registration or Claim of Exemption for Housing Accommodation form must be updated within thirty (30) days of any change. Unless a new registration is required, use the Amended Registration (RAD Form 2) to file an update.

Completing the Registration or Claim of Exemption for Housing Accommodation Form.

Part 1, Housing Accommodation Address.

Street Number and Name. Fill in the housing accommodation street number and name.

(a) **One Street Address Per Form.** Register one street address for each registration form *except* for multi-building housing complexes with multiple addresses only if the housing

complex operates under one basic business license. Multiple addresses must be listed on a separate page attached to the registration form.

(b) **Multi-Building Housing Complex.** If you operate a multi-building housing complex with more than one street address as a single business, enter “**Complex–Multi**” for the street number and name and attach a separate sheet listing all the required information for each address that is part of the complex in Part 1.

(c) **Cooperative Units.** For cooperative units rented out by the owner or proprietary leaseholder, you must attach an authorization letter from the cooperative association permitting the rental use of the cooperative unit

Quadrant. Fill in the quadrant (e.g., N.W., S.W., N.E., S.E.) of the housing accommodation or rental unit.

Zip Code. Fill in the housing accommodation or rental unit zip code.

Square, Suffix, Lot. Fill in the square, suffix (if applicable), and lot numbers of the housing accommodation or rental unit. This information will be found on your real property tax bill.

Ward. Fill in the ward number where the housing accommodation or rental unit is located.

Trade/Common Name. Fill in a trade/common name for the building if used (e.g., The Woodner Apartments).

Part 2A, Property Owner’s Business Information.

Name. Enter the owner’s name as it appears on the recorded deed.

Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the owner’s mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Business Type. If the owner is a business entity, check the applicable box.

Partners/Members/Owners. Provide the names of all partners/members/owners of the business entity. You may attach a separate sheet if needed.

Trade Name or Doing Business As. Fill in your trade name or doing business as (DBA) name.

Title Held by Multiple Persons. Check the box to indicate whether title to the housing accommodation is held by multiple persons. If you check “yes,” attach a list for each owner or complete Part 4, listing each owner, their mailing address (note that post office boxes or mailbox services are not acceptable), email address, and telephone number.

Part 2B, Sublessor’s Business Information.

If you are not the owner and are a tenant who is subletting the rental unit or housing accommodation, you must complete the Property Owner’s Business Information section listing

each sublessor, mailing address (note that post office boxes or mailbox services are not acceptable), email address, and telephone number. Attach the owner's written authorization allowing you to sublet the rental unit or housing accommodation. You may attach a separate sheet if space is needed for multiple sublessors.

Part 2C, Registered Agent for Service of Process.

If the housing provider has a mailing address outside the District of Columbia or currently resides in the housing accommodation or rental unit but intends to vacate and then rent to a tenant, the housing provider shall appoint a registered agent to receive process. The registered agent must be a District of Columbia domiciliary and may be either an individual or a business entity. You must appoint a registered agent at the time you apply for a basic business license with the Department of Licensing and Consumer Protection ((202) 671-4500).

Registered Agent's Name. Fill in the registered agent's name.

Registered Agent's Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the registered agent's mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Part 2D, Property Manager

Property Manager's Name. Fill in the registered agent's name.

Property Manager's Street Number and Name, Quadrant, Unit, City and State, Zip Code, Email, and Telephone Number. Fill in the registered agent's mailing address, email address, and telephone number. NOTE: you must provide a street mailing address for service of process. Post office boxes or mailbox services will not be accepted.

Business Type. If the property manager is a business entity, check the applicable box.

Trade Name or Doing Business As. Fill in the property manager's trade name or doing business as (DBA) name.

Name & Job Title of Primary Responsible Employee/Agent. Fill in if applicable.

Direct Email. Fill in property manager's direct contact email address.

Direct Telephone. Fill in property manager's direct telephone number.

Part 3, Housing Accommodation Description.

Building Structure/Type. Check the applicable box describing the rental unit or housing accommodation type. If you check "Other," fill in the structure or type.

Total Number of Rental Units. Fill in the number of each type of rental unit.

List All Rental Units. Check the box if you are attaching a separate page. Complete the unit number, the vacancy status, number of bedrooms, and either the current monthly rent charged

or exemption reason (if applicable) for each rental unit. The exemption reason is listed in Part 4 of the form.

The Rental Housing Act of 1985 defines “**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.” D.C. Official Code § 42-3501.03(29A).

Part 4A, Claim of Exemption.

If you are claiming that any rental unit listed in Part 3 is exempt from rent stabilization, you must check the applicable box(es).

Exemption A, Government Subsidies (D.C. Official Code § 42-3502.05(a)(1). Check if your property is a rental unit or housing accommodation owned by the federal or District of Columbia government or the mortgage or rent is government subsidized. Check applicable box(es). Enter the date the subsidy began. Attach a copy of proof of government ownership, contract, covenant, promissory note, or deed of trust. NOTE: If the subsidy is tenant-specific, rather than directly tied to the rental unit (e.g., Housing Choice Vouchers), enter the last lawfully determined rent charged under rent stabilization and file RAD Form 2 (Amended Registration) for the unit to claim this exemption.

Exemption B, New Construction (D.C. Official Code § 42-3502.05(a)(2). Check if your property is new construction or if some of the rental units were newly created and added to an existing structure. Check applicable box(es) and enter the certificate of occupancy date. You must attach a copy of the building permit or certificate of occupancy (applicable to properties consisting of 2 or more rental units) to the registration or claim for exemption form.

Exemption C, Small Landlord (D.C. Official Code § 42-3502.05(a)(3). Check if the property owner(s) is/are *natural* persons (not a business entity or trust) and if the owner(s) owns/own four (4) or fewer rental units or cooperative units in the District of Columbia. If the property is a cooperative unit check Box C **and** check Box E and attach a cooperative association letter authorizing the lease of the cooperative unit(s). Fill in the owner information and other rental unit information (as applicable).

Exemption D, Continuously Vacant (D.C. Official Code § 42-3502.05(a)(4). Check the applicable box indicating the timeframe from when the housing accommodation was continuously vacant and fill in the date when the housing accommodation was first reoccupied by tenants.

Exemption E, Cooperative Units (D.C. Official Code § 42-3502.05(a)(5). Check if one or more of the rental units are owned by a cooperative housing association and the proprietary lease(s) for those units are owned directly or indirectly by four or fewer *natural* persons who own four or fewer units together in the District of Columbia. Fill in the owner information and other cooperative unit information (if applicable). Attach a cooperative association letter authorizing the lease of the cooperative unit(s).

Exemption F, Building Improvement Plan (D.C. Official Code § 42-3502.05(a)(7). Check if the housing accommodation is under a building improvement program under the Apartment Improvement Program under the Housing and Community Development Act of 1974 (42 U.S.C.

§§ 5301 *et seq.*). Fill in the certification date. You must attach a copy of the building improvement plan covenant or promissory note to the registration or claim for exemption form.

Exemption G, DHCD Assistance (D.C. Official Code § 42-3502.05(a)(7). Check if the housing accommodation received rehabilitation financing under a multifamily assistance program from the Department of Housing and Community Development. Fill in the date the assistance began. You must attach a copy of the rehabilitation assistance covenant or promissory note to the registration or claim for exemption form.

Excluded Rental Units (D.C. Official Code § 42-3502.05(e). If the housing accommodation must be registered but contains any excluded units (e.g., rental unit(s) operated by a foreign government as diplomatic housing, a care and treatment facility, a dormitory, or part of a non-profit services program approved by the Rent Administrator), list the units in Part 3 and mark “X” as the exemption reason. You must attach a copy of the Rent Administrator’s exclusion order to the registration or claim for exemption form.

Part 4B, Claim of Exemption.

Complete this section if you claim a small landlord exemption or if you are an individual cooperative association member. You must complete the owner information for all owners and information for each rental unit owned directly or indirectly by each owner. You may attach a separate sheet listing all the required information.

Small Landlord Exemption. Fill in all the names of the rental unit owners who have a direct or indirect ownership interest in the housing accommodation. The owners must be *natural* persons who directly or indirectly own four or fewer rental units in the District of Columbia.

Cooperative Association. Fill in all the names of the cooperative members holding a proprietary lease(s) for the rental unit(s) who have a direct or indirect ownership interest in the housing accommodation. The owners must be *natural* persons who directly or indirectly own four or fewer rental units in the District of Columbia. A cooperative association letter authorizing the lease of the rental unit must be attached to the registration or claim for exemption form.

Part 5, Related Services & Facilities for Rent Stabilized Properties Only.

Complete this section only if the rental unit or housing accommodation is rent stabilized. Check the applicable boxes for the unit and building services, facilities, and amenities.

Related services and related facilities are defined by the Rental Housing Act. This list does not cover all possible related services or facilities. Failure to include an item on this list does not mean that a housing provider is excused from any provision if a service or facility is in fact provided as part of the rent charged for a unit.

Part 6, Housing Regulation Compliance for Rent Stabilized Properties Only.

Part A. Check the applicable boxes of a separate sheet is attached or if copies of official notices of violations from the Department of Buildings (or former Department of Consumer and Regulatory Affairs) are attached. List each currently present housing code violation, its location, and date the condition was discovered. If you do not know of any existing violations, complete Part B.

Part B. Complete this section if the housing provider has duly inspected the housing accommodation and there are no known violations of the housing code. Sign, print signatory's name, fill in date signed, and the housing provider's name if the signatory is an agent or employee of the housing provider who was responsible for the inspection.

Part 7, Rate of Return for Rent Stabilized Properties Only.

Complete this section only if the rental unit or housing accommodation is rent stabilized. Enter the rate of return and attach a worksheet showing how you calculated the rate of return. Note that supporting documentation is not required. See the rate of return calculation example worksheet available at: www.dc.gov/service/rent-control.

The rate of return formula is: $\text{Net Income} \div \text{Equity} \times 100\% = \text{Rate of Return}$

Net Income is the:

- Maximum possible rental income
- + Maximum amount of other income
- Operating expenses, management fees, property taxes, depreciation expenses, vacancy losses, uncollected rent and interest payments
- ÷ Equity in the housing accommodation
 - the assessed value of the housing accommodation
 - the total value of all loans and encumbrances on the housing Accommodation

x 100%

= Rate of return

Part 8, Certification by Housing Provider.

The agent or housing provider must sign the Registration or Claim of Exemption Form (RAD Form 1) certifying the completeness and accuracy of the information represented. Print the name of the person signing the form, their title, and the date the form was signed.

Service on Tenant(s) and Filing with RAD.

- (a) **Filing with the Rental Accommodations Division.** You must file this Registration or Claim for Exemption (RAD Form 1) with the Rental Accommodations Division. The Rental Accommodations Division will review your registration form. If approved, you will receive a date stamped copy of the form with a registration number (for rent stabilized properties) or an exemption number (for exempt properties). Filing with the Rental Accommodations Division may be made by hand delivery, mail, or by electronic mail to dhcd.rad@dc.gov. If you file with the Rental Accommodations Division by electronic mail, the form must be in a portable document file (PDF) format. You must submit one form (with supporting documentation) per email with a limit of no more than ten (10) emailed filings per day. You accept the risk that an email or attachment may be delayed or disrupted by technical failure or defect.
- (b) **Service on Tenants.** You must serve each tenant with a true copy of the Registration or Claim for Exemption (RAD Form 1) within fifteen (15) days of your receiving a date stamped copy of the form from the Rental Accommodations Division:

1. Conspicuously post a copy of the form at a multi-unit housing accommodation and keep the copy of the Registration or Claim for Exemption (RAD Form 1) in place as long as the amended registration is valid; or
2. If there is no suitable place for posting in a multi-unit housing accommodation or for a single rental unit, serving each tenant by:
 - a. Handing the document to a responsible person in charge at the tenant's place of business or by handing the document to a person of suitable age and discretion at the tenant's usual place of residence; or
 - b. U.S. Postal Service first-class mail, properly stamped and addressed to the tenant; or
 - c. electronic mail to the tenant if the tenant previously consented in writing (and has not withdrawn the consent) to the electronic delivery of notices, petitions, or other documents.