



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

Instructions for Completing Notice of Nonpayment and Possible Eviction

These instructions are to be used with a Notice of Nonpayment and Possible Eviction (RAD Form 10). This form applies to all rental units (both rent-stabilized and market rate) under the Rental Housing Act of 1985.

When to Use This Form. The Notice of Nonpayment and Possible Eviction is required for a housing provider to serve a tenant with notice of a lease violation for nonpayment of rent and show the housing provider's readiness to begin eviction proceedings. You must serve each tenant with a copy of the Notice of Nonpayment and Possible Eviction.

It is recommended that a housing provider consult with a landlord tenant attorney before beginning the eviction process or contact the Landlord Tenant Assistance Network on (202) 780-2575 for guidance.

If you require assistance, contact the Rental Accommodations Division (RAD) on (202) 442-9505. Note that RAD cannot give you legal advice.

I. Completing the Notice of Nonpayment and Possible Eviction Form

- **Date.** Fill in the date of the notice to vacate.
- **Tenant/Occupant Name.** Fill in the names of the tenant(s) and/or occupant(s).
- **Tenant/Occupant Address.** Complete the tenant's/occupant's street address, city, state, and zip code.
- **Language Access:** You must give each tenant a copy of this notice in English and in Spanish. Complete both portions of this form. If you know that a tenant primarily speaks one of the following languages, you must give them a copy of this notice in that language as well: Amharic, Arabic, Chinese (Mandarin), French, Tagalog, or Vietnamese.

Part 1: Housing Accommodation Information

- **Housing Accommodation Address.** Complete the housing accommodation address, unit number (if applicable), and zip code.
- **Basic Business License.** A housing provider must have a valid basic business license. Complete the basic business license number and expiration date.
- **RAD Registration or Exemption Number.** A housing provider must have a valid registration. Complete the registration number or exemption number as applicable.

Part 2: Failure to Pay Rent

- **Failure to Pay Rent.** Fill in the monthly rent amount, the date the delinquency began, the date the delinquency ends, and the total amount due. Do not include any late fees. **The delinquent rent amount must be \$600 or more.**

- **Print Housing Provider's Name.** In the first paragraph on page 2, print the housing provider's name.

Part 4: Time Period for Tenant to Pay

- **30 Calendar Days from Service Date.** Enter the date by which the tenant is expected to pay the total amount rent due which must be 30 calendar days from the date the tenant is served with the Notice to Vacate.

Part 8: Housing Provider Signature and Information

- **Housing Provider Signature.** Sign the form, print the housing provider's name, your capacity as signatory on the form, the housing provider's address (NOTE: you must provide a street address—post office boxes or mailbox services are not acceptable), the housing provider's telephone number(s), email address, and the signature date.

II. Ledger of Unpaid Rent Attachment

- You must complete and attach a rent ledger showing a breakdown of the rent owed. Fill in the due date, the rent due, the rent paid and the rent unpaid and total amount. Attach a separate sheet if the complete information does not fit on the provided table.

III. Completing the Affidavit of Service.

- **Processor Server's Name and Information.** The person serving the tenant with the Notice to Vacate for Nonpayment of Rent must complete their name, age, birthday, and business address (NOTE: you must provide a street address—post office boxes or mailbox services are not acceptable).
- **Date and Time of Service.** Complete the date and time the Notice to Vacate was served on the tenant or a party authorized to accept service. Check the box for how the Notice to Vacate was Served and complete the required information. NOTE: if you serve the Notice to Vacate by posting on the premises, you must take a readable date stamped photograph of the posted notice in the event you must prove service of process to the Superior Court of the District of Columbia.
- **Explanations and Descriptions:** Use this space for any additional, relevant details.
- **Signature.** The process server must sign the affidavit, print their name, and the date the affidavit was completed.

- IV. Service on Tenant(s).** You must serve this Notice of Nonpayment and Possible Eviction (Form 10) on the tenant by personal service, by substitute service on an authorized party, by posting and mailing a copy to the tenant at the rental unit, or by registered mail. Filing a copy of the Notice of Nonpayment and Possible Eviction with RAD is not required.