



Department of Housing and Community Development  
 Rental Accommodations Division  
 Housing Resource Center, 1st Floor  
 1909 Martin Luther King, Jr. Avenue, S.E.  
 Washington, D.C. 20020 | (202) 442-9505

RAD Date Stamp

**AMENDED REGISTRATION**

**TO BE FILED WITHIN 30 DAYS OF  
 CHANGES IN REGISTRATION/EXEMPTION INFORMATION**

Use this form for any changes to the information reported on RAD Form 1, **except** a change in the rent charged, a change in ownership, or a loss of exemption from the Rent Stabilization Program. However, use this form for changes in exemption status based on tenant-specific subsidies (e.g., Housing Choice Vouchers). See RAD Form 2 instructions for more detail.

Post this form at the housing accommodation or serve on all tenants in accordance with 14 DCMR § 4101.6 within fifteen (15) days of filing, except when changing tenant-specific subsidy exemptions.

**Part 1: Identification of Housing Accommodation**

<b>Street number and name</b>				<b>Quadrant</b>	<b>Unit (if only 1)</b>
<b>City, State</b> Washington, DC	<b>Zip</b>	<b>Square, Suffix, Lot</b>	<b>Ward</b>	<b>Trade/common name (if used)</b>	
<b>Registration/Exemption No.</b>		<b>Certificate of Occupancy (if applicable)</b>		<b>Basic Business License No. &amp; Expiration Date</b>	

**Part 2: Identification of Property Owner**

<b>Name</b>	<b>Title to property held by multiple persons:</b> <input type="checkbox"/> no <input type="checkbox"/> yes, names:
<b>Business type</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other:	<b>Trade name or doing business as</b>

**Part 3: The registration information has changed as follows:**

**Owner's business information**

Attach separate list if more than one owner's information has changed

<b>Name</b>	<b>Street number and name (no P.O. Box)</b>	<b>Quadrant</b>	<b>Unit</b>
<b>City, State</b>	<b>Zip</b>	<b>Email</b>	<b>Telephone</b>
<b>Basic Business License number</b>		<b>Certificate of Occupancy number</b>	

**Sublessor's business information**

Attach separate list if more than one sublessor's information has changed and the owner's letter authorizing the sublessor to rent the rental unit or housing accommodation.

<b>Name</b>	<b>Street number and name (no P.O. Box)</b>	<b>Quadrant</b>	<b>Unit</b>
<b>City, State</b>	<b>Zip</b>	<b>Email</b>	<b>Telephone</b>
<b>Basic Business License number</b>		<b>Certificate of Occupancy number</b>	

<input type="checkbox"/> <b>Agent's identity or contact information</b>			
<b>Registered agent for service of process</b> (required for non-resident owners):			
<b>Name</b>	<b>Street number and name</b> (no P.O. Box)	<b>Quadrant</b>	<b>Unit</b>
<b>City, State</b> Washington, DC	<b>Zip</b>	<b>Email</b>	<b>Telephone</b>
<b>Property manager/managing agent:</b>			
<b>Name</b>	<b>Street number and name</b> (no P.O. Box)	<b>Quadrant</b>	<b>Unit</b>
<b>City, State</b>	<b>Zip</b>	<b>Email</b>	<b>Telephone</b>
<b>Business type</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other:		<b>Trade name or doing business as</b>	
<b>Name &amp; job title of primary responsible employee/agent</b> (if applicable)	<b>Direct email</b>	<b>Direct telephone</b>	

<input type="checkbox"/> <b>Change in related services or facilities</b> (rent stabilized only)	
<b>Petition number</b> SF _____	<b>Petition approval date</b>
<b>Service or facilities changed</b> (list all)	<b>Nature of change</b> <input type="checkbox"/> Added <input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Eliminated <input type="checkbox"/> Added <input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Eliminated <input type="checkbox"/> Added <input type="checkbox"/> Increased <input type="checkbox"/> Reduced <input type="checkbox"/> Eliminated
<b>Explanation of change(s) and list affected rental units</b>	
<b>RAD Form 9 filing date</b> (if rent adjusted)	<b>Effective date of change(s)</b>

<input type="checkbox"/> <b>Tenant subsidy exemption</b>				
<b>New exemptions</b>				
<b>Unit no.</b>	<b>Prior rent charged</b>	<b>Subsidy program</b>	<b>Effective date</b>	
	\$			
	\$			
	\$			
	\$			
<b>Ending exemptions</b>				
If increasing the rent charged for an <u>occupied</u> rental unit, you must serve the tenant with RAD Form 8 attach a copy when filing this form with RAD. If the unit is <u>vacant</u> , use the new tenant disclosure forms to notify the incoming tenant that the rent charged is based on the rent adjustment shown here. <b>You must attach a worksheet to this RAD Form 2 showing your computations for the new rent charged.</b>				
<b>Unit no.</b>	<b>Last rent charged</b>	<b>New rent charged</b>	<b>Unit vacant</b>	<b>Effective date</b>
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	

**Part 4: Certification by housing provider**

I, the undersigned housing provider or agent thereof, certify that the information I have given on this form is complete, true, and accurate to the best of my knowledge, information, and belief. If I am not the owner of this housing accommodation, I certify that I have authority from the owner to complete and file this form with the information provided. In signing this form, I understand that filing false statements with the Rental Accommodations Division is subject to a fine of up to \$5,000 under the Rental Housing Act of 1985, in addition to other penalties under District of Columbia law.

Signature of housing provider or agent	Date
Print name	Title (if applicable)

**Attachments**

Check the box for applicable attachments:

- Part 1, Multi-Building Housing Complex: List of all the required addresses and information for each building that is part of the multi-building complex
- Part 3, Multiple Owners: Separate sheet listing each owner and their respective names, addresses [P.O. box addresses are prohibited], telephone numbers, and email addresses
- Part 3, Sublease Authorization: Copy of owner's letter authorizing the sublessor to lease the rental unit or housing accommodation
- Part 3, Multiple Sublessors: Separate sheet listing each sublessor and their respective names, addresses [P.O. box addresses are prohibited], telephone numbers, and email addresses
- Part 3, Change in Related Services or Facilities: List all services or facilities that were increased, reduced, or eliminated and an explanation for each change
- Part 3, Calculating the New Rent Charged for an Occupied Rental Unit: Worksheet showing the computation of the new rent charged
- Part 3, Calculating the New Rent Charged for an Occupied Rental Unit: Copy of the Notice of Rent Adjustment (RAD Form 8)
- Part 3, Calculating the New Rent Charged for a Vacant Rental Unit: Worksheet showing the computations for the new rent charged
- Part 3, Change in Number of Owner's Rental Units: List of Additional Rental Units