



Instructions for Completing Amended Registration

These instructions are to be used with an Amended Registration (RAD Form 2). 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. An amended registration is used to report changes in owner's contact information, property manager information, registered agent information, licensure, or occupancy to the Registration or Claim for Exemption Form (RAD Form 1) **except** for changes in rent charged, ownership, or a loss of exemption from the Rent Stabilization Program. Changes must be reported by filing an Amended Registration within thirty (30) days of the event. The Amended Registration must be served on all tenants and filed with the Rental Accommodations Division. Use of this RAD Form 2 is required effective January 31, 2023.

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

Complete all applicable portions of this form and include copies of: (1) your valid basic business license; and (2) a valid certificate of occupancy (applicable for buildings consisting of two (2) or more rental units). Basic business licenses and certificates of occupancy are issued by the Department of Licensing and Consumer Protection ((202) 671-4500). The Rental Accommodations Division will review your amended registration. If approved, you will receive a date stamped copy. Service instructions for tenants and filing with the Rental Accommodations Division are below.

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

Part 1, Identification of Housing Accommodation.

One Street Address Per Form. File one amended registration for each street address *except* for multi-building housing complexes with multiple addresses only if the housing complex operates under one basic business license.

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 in Part 1.

Attach a separate sheet listing all the required information for each street address that is part of the complex.

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

(a) 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.

(b) 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 (under one basic business license) and attach a separate sheet listing all the required information for each address that is part of the complex in Part 1.

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).

Registration/Exemption Number. Fill in the registration number or exemption number from the Registration or Claim of Exemption Form (RAD Form 1).

Certificate of Occupancy Number. Fill in the certificate of occupancy number.

Basic Business License Number and Expiration Date. Fill in the current basic business license number and expiration date.

Part 2. Identification of Property Owner.

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

Multiple Property Owners. Check the applicable box and fill in the additional owner's name. If more space is needed, attach a separate sheet listing all the owners' names.

Business Type. Check the applicable box. If "other," insert entity type.

Trade Name or Doing Business As. Fill in the trade name or doing business as name.

Part 3: Check the applicable box(es) of information that has changed.

Owner's Business Information. Check the box if the owner's information has changed. If the owner's business information has changed, fill in the new address, email, telephone number, basic business license number, and certificate of occupancy number (if applicable). Note: P.O. box addresses are prohibited. Attach a separate sheet if more than one owner's information has changed.

Sublessor's Business Information. Check the box if the sublessor's information has changed. If the sublessor's business information has changed, fill in the new address, email, telephone number, basic business license number, and certificate of occupancy number (if applicable). Attach a copy of the owner's letter authorizing that the property may be sublet. Note: P.O. box addresses are prohibited. Attach a separate sheet if more than one sublessor's information has changed.

Registered Agent for Service of Process. Check the box if the registered agent's information has changed. A registered agent is required when an owner or sublessor does not reside in the District of Columbia. If appointing a registered agent or the registered agent's business information has changed, fill in the new address, email, telephone number, basic business license number, and certificate of occupancy number (if applicable). Note: P.O. box addresses are prohibited. Appointing or changing the registered agent requires filing a disclosure with the Department of Licensing and Consumer Protection (DLCP). Contact DLCP on (202) 671-4500 for instructions.

Property Manager/Managing Agent. Check the box if the property manager's/managing agent's information has changed. If the property manager's/managing agent's business information has changed, fill in the new address, email, telephone number, email, and trade name/doing business as name. Note: P.O. box addresses are prohibited. Check the box for business type. If "other," fill in business entity type. Fill in the name and job title of the primary contact, that party's direct email, and direct telephone number.

Change in Related Services or Facilities (Rent Stabilized Properties Only). Check the box if there is a change in related services or facilities. Fill the change in facilities and services petition number and petition approval date. List all of services or facilities that were changed (attach a separate sheet if necessary) and whether each service or facility was added, increased, reduced, or eliminated. Provide an explanation for each change. If not all units in the housing accommodation are affected, list the affected units in the explanation space. Fill in the date of filing for the Certificate of Rent Adjustment (RAD Form 9) and the effective date of the change(s).

Tenant-Specific Subsidy Exemption—New Exemptions and Ending Exemptions.

(a) **New Exemption.** Check the box if any rent unit is under a tenant-specific subsidy exemption (e.g., housing choice voucher). Fill in the unit number(s), the prior rent charged amount (the rent charged at the time the unit became exempt), the subsidy program type, and the effective date (the tenant's move-in date) of the subsidy program contract for the rental unit.

(b) **Ending Exemption.** If the tenant-specific subsidy is ending, fill in the unit number, the last rent charged amount (the date rent charged on the date the unit became exempt), the new rent charged (the new calculated rent charged), and the effective date that the subsidy contract ended (the tenant's moveout date). Check the box if the rental unit is currently vacant.

1. **Calculating the New Rent Charged for an Occupied Rental Unit.** If the tenant-specific subsidy ended and the rental unit continues to be occupied by the same tenant, the new rent charged may be no more than the rent charged on the date the unit became exempt plus the annual adjustment of general applicability under section 42-3502.06(b) of the Rental Housing Act of 1985 for each year that the rental unit was under the subsidy contract. You may obtain the historical annual rent adjustments of general applicability at <https://rhc.dc.gov/page/annual-rent-adjustments-2012-%E2%80%93-present>.

You must attach a worksheet to RAD Form 2 showing your computations for an occupied rental unit.

If you are increasing the rent charged for an occupied rental unit, you must serve the tenant with Notice of Rent Adjustment (RAD Form 8) and attach a copy when filing this Amended Registration (RAD Form 2) with the Rental Accommodations Division. RAD Form 8 must show the computation of the new rent charged.

2. **Calculating the New Rent Charged for a Vacant Rental Unit.** If the tenant-specific subsidy ended, the tenant vacated and the rental unit is vacant, the new rent charged may be no more than:
 - a. 110% of: (1) the rent charged on the date the unit became exempt, plus (2) the annual adjustment of general applicability under section 42-3502.06(b) of the Rental Housing Act of 1985 for each year that the rental unit was under the subsidy contract. You may obtain the historical annual rent adjustments of general applicability at <https://rhc.dc.gov/page/annual-rent-adjustments-2012-%E2%80%93-present>, or
 - b. The amount of rent charged for a substantially identical rental unit in the same housing accommodation provided that the new rent charged shall not exceed 130% of: (1) the rent charged on the date the unit became exempt, plus (2) the annual adjustment of general applicability under section 42-3502.06(b) of the Rental Housing Act of 1985 for each year that the rental unit was under the subsidy contract. You may obtain the historical annual rent adjustments of general applicability at <https://rhc.dc.gov/page/annual-rent-adjustments-2012-%E2%80%93-present>; or
 - c. If the rent charged on the date the rental unit became exempt was not properly filed with the Rental Accommodations Division or is no longer available and the housing provider cannot provide a date stamped copy of the original filing showing the rent charged on the date the unit became exempt, then the new rent charged may be no more than the lowest of:
 - i. The most recent rent charged on file with the Rental Accommodations Division the date the unit became exempt plus the annual adjustment of general applicability under section 42-3502.06(b) of the Rental Housing Act of 1985 for each year that the rental unit was under the subsidy; or
 - ii. The applicable Small Area Fair Market Rent for the Washington-Arlington-Alexandria Metropolitan area based on unit size and zip code, as established by the U.S. Department of Housing and Urban Development under title 24, section 888.113 of the *Code of Federal Regulations*; or
 - iii. The average rent charged during the last six (6) consecutive months of the exemption.

You must attach a worksheet to RAD Form 2 identifying your computation method and showing your computations of the new rent charged for a vacant rental unit.

Use RAD Forms 3, 4, and 5 to notify an incoming tenant that the rent charged is based on the rent adjustment filed in the Amended Registration (RAD Form 2).

Part 4: Certification by Housing Provider. The agent or housing provider must sign the Registration or Claim of Exemption Form 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. The rules for serving tenants depend on the reason(s) for amending the registration.

- (a) **Filing with the Rental Accommodations Division.** You must file this Amended Registration (RAD Form 2) with the Rental Accommodations Division. The Rental Accommodations Division will review your amended registration form. If approved, you will receive a date stamped copy of the form. 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—For Changes in Owner’s Business Information, Sublessor’s Business Information, Property Manager Identity or Business Information, or Registered Agent Identity or Business Information.** Within fifteen (15) days of your receiving a date stamped copy of the Amended Registration (RAD Form 2) from the Rental Accommodations Division, you must serve each tenant by:
1. Conspicuously post a copy of the form at a multi-unit housing accommodation and keep the copy of the Amended Registration (RAD Form 2) 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.
- (c) **Service on Tenants—Beginning or Ending of a Tenant Specific Subsidy.** Within fifteen (15) days of your receiving a date stamped copy of the Amended Registration (RAD Form 2) from the Rental Accommodations Division, you must serve only the tenant(s) of the affected rental unit(s) (do not serve all of the tenants in the property) by:

1. 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
2. U.S. Postal Service first-class mail, properly stamped and addressed to the tenant; or
3. 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.