



Department of Housing and Community Development
 Rental Accommodations Division
 Housing Resource Center, 1st Floor
 1800 Martin Luther King, Jr. Avenue, S.E.
 Washington, D.C. 20020 | (202) 442-9505

RAD Date Stamp

**HOUSING PROVIDER'S DISCLOSURES TO APPLICANT OR TENANT
 (FOR ALL RENTAL UNITS)**

Date: _____

Tenant or Applicant Name(s) _____

Tenant Address _____

Washington, D.C. _____

Registration/Exemption No: _____

Basic Business License No. _____

Certificate of Occupancy No. _____

(if applicable)

Dear Tenant/Applicant(s):

District of Columbia law requires all housing providers to disclose certain information about their housing accommodations. You should receive this form when you apply for a rental unit or, if an application is not required, when you enter a lease or other rental agreement. If you are a current tenant, you may request this information once per calendar year, and your housing provider must give you this completed form within ten (10) business days.

Your housing provider is required to maintain records of the information reported on this form. Applicants must be given these records along with this form, and existing tenants may request to view or be given a copy of the compiled records when requesting this form. See RAD Form 5 for a description of these records and details on how to obtain copies.

Housing provider: complete and attach Form 5.

The undersigned housing provider certifies the following information to be true with respect to the rental unit and housing accommodation identified above:

A. Housing Provider's Information		
<i>Housing provider: complete all that apply, do not use P.O. boxes</i>		

	Owner (required)	Property Manager
Name		
Street Address		
City, State & Zip Code		
Telephone Number		
Email		

	Additional Owner (attach separate list if more than 2)	Registered Agent for Service
Name		
Street Address		

City, State & Zip Code		
Telephone Number		
Email		

Name on Basic Business License: _____

B. Property Information

The rental unit identified on this form is (*check one*):

- Covered by the Rent Stabilization Program (reg. no.) _____; or
- Exempt from the Rent Stabilization Program (ex. no.) _____.

The rental unit is (*check one*):

- Part of a: condominium or cooperative housing association; or
- In the process of converting to condominium, cooperative housing use, or non-housing use

In the past twelve (12) months, the Department of Consumer and Regulatory Affairs or the Department of Buildings (as applicable) issued (number) _____ notices of infractions or violations of the housing regulations (Housing Code and Property Maintenance Code) (*attach copies of notices*).

There are (number) _____ notices of infractions or violations of the housing regulations issued by the Department of Consumer and Regulatory Affairs or the Department of Buildings (as applicable) that have not been abated at this time (*attach copies of notices*).

The housing provider knows that indoor mold levels at or above the threshold level set by the Department of Energy and Environment has been present in the rental unit or the housing accommodation during the past three (3) years and has not been remediated by an indoor mold remediation professional (*attach description*).

C. Monthly Rent or Rent Charged and Other Costs

“Rent” applies to units exempt from rent stabilization and means the amount of money received or charged by a housing provider as a condition of occupancy or use of a rental unit and its related services and facilities.

“Rent Charged” applies to rent stabilized units only and means the amount of money a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit and its related services and facilities.

“Rent Surcharge” applies to rent stabilized units only and means a charged added to the rent charged for a rental unit under a housing provider petition and is not included as part of the rent charged.

The current monthly rent or rent charged (for rent stabilized units) for your rental unit is: \$_____, and you are required to pay \$_____ in monthly rent surcharges (for rent stabilized units, if applicable). **The rent history for this unit is shown on RAD Form 4.** *Housing provider: complete and attach Form 4.*

The rent for your rent stabilized-exempt unit will be increased according to your lease agreement.

The rent charged for your rent stabilized unit may be increased no more than once every twelve (12) months (required for rent stabilized units) or as provided in the lease, an affordability covenant, a long-term subsidy contract, a housing assistance payment contract, or a housing choice voucher contract.

You are required to pay a nonrefundable application fee of \$_____.

Your lease requires or will require you to pay a security deposit less than or equal to the first month's rent charged. The amount of the deposit is \$_____.

The deposit is or will be held in an account with a fixed interest rate of _____% or the prevailing statement savings rate of the financial institution in the District of Columbia that holds the deposit.

Within forty-five (45) days of the termination of the tenancy, the security deposit will be returned to you, including interest earned on the deposit if the tenancy lasts more than twelve (12) months, or the housing provider will notify you in writing, by personal delivery, or by certified mail at your last known address, of the housing provider's intention to withhold and apply the monies toward defraying the cost of expenses properly incurred under the terms and conditions of the security deposit agreement. If costs are withheld, the housing provider shall tender the remaining balance of the deposit and interest, together with an itemized statement of the costs withheld, within thirty (30) days of giving notice.

D. Housing Provider's Information	
Housing Provider Signature:	
Housing Provider Name (print):	
<input type="checkbox"/> Owner	
<input type="checkbox"/> Authorized Agent	
<input type="checkbox"/> Other Title (if applicable):	
Date	

E. Optional: Tenant Signature(s)	
Tenant Signature:	
Date	
Additional Tenant Signature: (if applicable)	
Date	

Required Attachments:

- RAD Form 1 (Registration) with any applicable
- RAD Form 2 (Amended Registration) for the housing accommodation
- Copies of all unabated housing code notices of infractions or violations
- RAD Form 4 (Rent History Disclosure)
- RAD Form 5 (Notice of Access to Records)
- Tenant Bill of Rights (see www.ota.dc.gov/publication/tenant-bill-rights)
- RAD's "What You Should Know About Rent Control in the District of Columbia" (rent-stabilized units only) (see dhcd.dc.gov/service/rent-control)
- DOEE Lead Disclosure Form for DC Rental Properties (see doee.dc.gov/publication/lead-paint-disclosure-form-and-instructions)
- US EPA "Protect Your Family from Lead in Your Home" (see www.epa.gov/lead/protect-your-family-lead-your-home-english)
- DC Board of Elections Voter Registration Packet (see <https://www.dcooe.org/Voters/Register-To-Vote/Welcome-to-the-District-of-Columbia>)