



Instructions for Completing Rent History Disclosure

These instructions are to be used with a Rent History Disclosure (RAD Form 4). This form applies to **all** rental units and must be given to all applicants or tenants, no matter if the rental unit(s) is/are market rate or rent-stabilized.

When to Use This Form. The Rent History Disclosure is required for a housing provider to disclose a housing accommodation's rent history for the past three (3) years. Tenants must receive this form when they apply for a rental unit or if an application is not required, when a tenant enters into a lease or other rental agreement. Use of this RAD Form 4 is required effective January 31, 2023.

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

Completing the Rent History Disclosure.

- **Date.** Fill in the date you are completing the form.
- **Tenant or Applicant Name(s).** Fill in all the names of the tenants or applicants who will be served with the form.
- **Tenant Address.** Complete the tenant address or the unit for which the applicant is applying at the housing accommodation.
- **Registration or Exemption Number.** Complete the property registration or exemption number.
- **Basic Business License Number.** A housing provider must have a valid basic business license. Complete the basic business license number.
- **Certificate of Occupancy.** If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

Box A, For Rental Units EXEMPT from Rent Stabilization.

For units which are not rent-stabilized, fill in the information for the monthly rent increases for the past three (3) years.

- **Date:** fill in the date the monthly rent was increased.
- **Prior Rent:** fill in the prior dollar amount of the monthly rent.
- **Increase:** fill in the dollar amount by which the rent was increased.
- **Currently Monthly Rent:** fill in the currently monthly rent amount.

Box B, For Rent-Stabilized Units.

For units which are rent-stabilized, complete the information for the monthly rent increases for the past three (3) years. If this form is being issued to an applicant or new tenant, include any vacancy adjustment being applied to the new tenancy.

If a vacancy adjustment is being applied, file a copy of RAD Form 4 and this form with RAD within thirty (30) days of the new tenancy beginning. If a new tenant's rent charged is less than stated in the applicant disclosure, you must: (1) re-issue this form to the tenant with the updated

rent adjustment and rent charged, and (2) file only the copy of this form containing the updated information.

Section B.1. Monthly Rent Charged for the Past Three (3) Years

- **Effective Date:** fill in the effective date of the rent increase.
- **Prior Rent:** fill in the prior dollar amount of the monthly rent.
- **Amount Increase:** fill in the dollar amount of the monthly rent increase.
- **Petition Type:** fill in whether the monthly rent increase was because of an increase of general applicability under the CPI-W+2% (CPI), a vacancy increase (Vac), a change in services and facilities (SF), a capital improvement petition (CI), a substantial rehabilitation petition (SR), or a voluntary agreement (VA).
- **Authorized Date:** means the date the rent adjustment first became authorized under the Act. This date should be identical to the date inserted on Form RAD 9.
 - For CPI-W or COLA adjustments, this will be May 1 of each calendar year.
 - For vacancy adjustments, this is the date the housing provider took possession of the vacated rental unit from the former tenant. This form must be filed within thirty (30) days of the authorization date for any vacancy adjustment.
 - The effective date of a rent adjustment must be less than twelve (12) months from the authorization date unless an exception applies to delay the start of the 12-month limit. See 14 DCMR §§ 4204.9 and .10 for details.
 - If a final order approving a petition was appealed, enter the date the appeal was resolved.
 - Use the effective date of a tenant's certification of protected status if reducing the rent under code 224(b) or 224(e) (see table on page 4).
 - Use the date of Office of the Chief Finance Officer's/Office of Tax and Revenue's determination letter if applying a rent surcharge because tax credits are not available. Attach a copy of the determination letter to this form if it is not already included with the copy of the notice given to the tenant(s).
- **Petition No.:** fill in the 5-digit number assigned to an HP, SF, CI, SR, or VA petition case for the monthly rent increase.
- **Comp. Unit:** enter the unit number used as the basis for the vacancy rent adjustment (law repealed as of Feb. 22, 2019).
- Enter **Rent Surcharge Information.**
- Enter "**209**" for adjustments made upon the termination of an exemption. ("209" references the applicable section of the Rental Housing Act.)

Section B.2. Rent Surcharges

- Check the box if rent adjustment is implemented as a rent surcharge if being charged (i.e., tenant is not a protected status elderly tenant or a tenant with a disability).
- **Amount:** fill in the surcharge amount.
- **Petition Type:** fill in whether the surcharge resulted from (hardship petition (HP), substantial rehabilitation petition (SR), or capital improvement petition (CI) generally, or voluntary agreement (VA) or a change in services and facilities petition (SF).
- **Case No.:** fill in the 5-digit number assigned to an HP, SF, CI, SR, or VA petition.
- **Approval Date:** fill in the approval order date.
- **Expiration Date:** fill in the date the surcharge expires.
- Fill in the total current monthly rent surcharges.

Section B.3. Pending Petitions

- **Type:** fill in tenant petition (TP), hardship petition (HP), substantial rehabilitation petition (SR), or capital improvement petition (CI), voluntary agreement (VA), or a change in services and facilities petition (SF).
- **Case No.:** fill in the petition case number.
- **Forum:** fill in whether the pending petition is under review by the Rental Accommodations Division (RAD), the Rental Housing Commission (RHC), the Office of Administrative Hearings (OAH), or the District of Columbia Court of Appeals (DCCA).
- **Filing Date:** the date the petition was filed with the Rental Accommodations Division.
- **Approval Date:** the date of the decision and order approving the petition.

Housing Provider's Information

Sign the form, print the housing provider's name, your capacity as signatory on the form, the housing provider's telephone number, email address, and mailing address. Note: you must provide a street address; forms with post office box addresses are unacceptable.

Service on Tenant(s). You must serve the Rent History Disclosure (RAD Form 4) on each tenant by electronic mail (if authorized in advance by the tenant(s)), by mail, or by hand delivery.

Filing with RAD (for Rent Stabilized Rental Units Only). This RAD Form 4 must be filed with the Rental Accommodations **only** if the monthly rent charged was increased because of a vacancy adjustment for a vacant rental unit. Filing with the Rental Accommodations Division may be by hand delivery, mail, or by electronic mail to dhcd.rad@dc.gov. If filing with the Rental Accommodations Division by electronic mail, the form must be in a portable document format (PDF). You must submit one form 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.