



Instructions for Completing Notice of Access to Records

These instructions are to be used with a Notice of Access to Records (RAD Form 5). 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 Notice of Access to Records is required for a housing provider to disclose and maintain certain records about a housing accommodation. **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. Current tenants may request this information once per calendar year and you must provide this completed form with attachments itemized in Section B of RAD Form 5 within ten (10) business days.** You must maintain the records of the information provided on this disclosure. Use of this RAD Form 5 is required effective January 31, 2023.

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

Completing the Housing Provider's Notice to Tenant of Rent Adjustment Form.

Date. Fill in the date you are completing the form.

Tenant or Applicant Name(s). Fill in all of 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, Location of Records.

- Check the box where applicants and tenants may review a set of the compiled records. A compilation of records must be provided for a tenant's inspection in:
 - A publicly accessible area of the housing accommodation at which the housing provider or agent is present;
 - If a publicly accessible area of the housing accommodation is unavailable, the nearest business office maintained by the housing provider to the housing accommodation in the District of Columbia; or
 - If neither a publicly accessible area in the housing accommodation nor a business office in the District of Columbia are available, then the housing provider may transmit the compiled records by electronic mail to the tenant in a portable document format or paper delivery upon the tenant's request.

Box C, 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 will not be accepted.

Service on Tenant(s). You must serve the Notice of Access to Documents (RAD Form 5) 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 5 is not required to be filed with the Rental Accommodations Division.