



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

RAD Date Stamp

**NOTICE OF ACCESS TO RECORDS
 (FOR ALL RENTAL UNITS)**

FOR USE WITH HOUSING PROVIDER'S DISCLOSURES
 (RAD FORM 3) FOR NEW TENANTS OR UPON TENANT REQUEST

Date: _____

Tenant Name(s) _____

Tenant Address _____
 Washington, D.C. _____

Registration Number: _____
 Basic Business License No. _____
 Certificate of Occupancy No. _____
 (if applicable)

Dear Applicant(s)/Tenant(s):

The Rental Housing Act of 1985 requires your housing provider to maintain records of the information reported on the Housing Provider's Disclosures to Applicant or Tenant (RAD Form 3). **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 once per calendar year, and your housing provider must give you this completed form within ten (10) business days.**

A. Location of Records

This set of records is available to you:

At the housing accommodation, in _____;

The housing provider's nearest office, at _____
 _____; or

By email or U.S. postal service.

To request these records, contact your housing provider at _____.

B. Contents of Compilation of Records

Your housing provider must provide you copies of the following documents or other records to support the information about your rental unit disclosed on RAD Form 3:

1. The current Registration/Claim of Exemption form (RAD Form 1 and Form 2, if applicable) for the housing accommodation.
2. The housing provider's current business license.
3. The identity and location of the bank or financial institution holding any security deposit (account number not required).
4. Copies of all notices of infractions or violations issued by the Department of Buildings or other government agency with respect to the housing regulations, including the Housing Code and Property Maintenance Code, affecting the rental unit or common elements of the housing accommodation and any related records of abatement or remediation, for the past twelve months.

5. All notices of infractions or violations issued by the Department of Energy and Environment or other government agency with respect to indoor mold contamination, affecting the rental unit or common elements of the housing accommodation, and any related records of abatement or remediation, for the past three (3) years.
6. Information that the owner knows or should know about the presence of indoor mold contamination in the rental unit or common areas for the past three (3) years and whether the mold has been remediated by an indoor mold remediation professional certified and licensed by the District of Columbia.
7. The Tenant Bill of Rights.
8. DC Board of Elections Voter Registration Packet.

Additionally, for rent-stabilized units:

9. All notices of rent adjustments sent to the tenant(s) of the unit (RAD Form 8) for the past three (3) years, including new tenant disclosures (RAD Forms 3 & 4) in which a vacancy adjustment was implemented.
10. All certificates of rent adjustments filed with RAD affecting the unit (RAD Form 9) for the past three (3) years.
11. Any final order approving a rent surcharge for the unit and the surcharge expiration date, whether applied to the current tenant or not.
12. Any currently pending tenant petition, housing provider petition, or voluntary agreement that may affect the rental unit (supporting documentation may be made available on request) which could increase rent during the following twelve (12) months.
13. "What You Should Know About Rent Control in the District of Columbia" published by the Rental Accommodations Division.

C. 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):	
Housing Provider Telephone No.:	
Housing Provider Email:	
Housing Provider Address: (no P. O. Boxes)	
Date:	

D. Optional: Tenant Signature(s)

Tenant Signature:	
Date	
Additional Tenant Signature: (if applicable)	
Date	