



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

## Instructions for Completing Tenant's Registration of Age or Disability Rent Exemption

These instructions are to be used with a Tenant's Registration of Age or Disability (RAD Form 6). This form applies only to rental units covered by the Rent Stabilization Program of the Rental Housing Act of 1985.

**When to Use This Form.** The Tenant's Registration of Age or Disability is required for a tenant to give notice to a housing provider of a tenant's age or disability status if you live in a rent stabilized (also called "rent control") rental unit. If your application is approved by the Rental Accommodations Division, you will be entitled to a reduction of an annual rent increase that your housing provider may take or you may not be required to pay a rent surcharge. Use of this RAD Form 6 is required effective January 31, 2023.

**"Rent charged"** is "the entire amount of money, money's worth, benefit, bonus, or gratuity a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit, its related services, and its related facilities, pursuant to the Rent Stabilization Program."

A **"rent surcharge"** is an additional amount of money added to your monthly rent. A surcharge is included when your housing provider is approved to temporarily collect an amount in addition to your rent to cover expenses such as an increase in services or facilities, a hardship claim, or capital improvements or a substantial rehabilitation of your building.

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

Complete the portions of this form that apply to you. You must live in a rent stabilized rental unit or housing accommodation and provide proof of your age or disability at the time you file your application.

An elderly tenant is at least 62 years of age. A "disabled tenant" is an individual who has a disability as defined in 42 U.S.C. § 12102 (the Americans With Disabilities Act) and title 29 § 1630.2 of the *Code of Federal Regulations* which is a physical or mental impairment that substantially limits on or more major life activities of such individual.

Qualifications	Documentation
If you are 62 years old or older	--a copy of your government-issued passport; or --a copy of your District-issued driver's license or District-issued identification card; or --a copy of your birth certificate and a form of government-issued identification; or --other evidence which you must specify.
If you have a disability	--an award letter from the Social Security Administration with a physician's letter; or --a letter from a physician stating that you have a disability as defined by the Americans With Disabilities Act; or --an order issued as part of a housing provider petition

	under the Rental Housing Act of 1985 determining that you are a tenant with a disability; or --other evidence which you must specify.
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You must specify whether your disability is permanent or temporary. The documentation does not need to describe your disability but must contain a statement by your physician or other licensed healthcare professional that you have a disability. If your disability is temporary, you must recertify your status 2 years after the approval of this RAD Form 6. Your physician's letter must include your physician's contact information and medical license number.

Complete all applicable portions of this form. Use of this RAD Form 6 to apply for a protected tenant status as an elderly tenant or a tenant with a disability. RAD will review your RAD Form 6 and supporting documentation, and if approved, RAD will provide you with a date stamped copy which you should keep for your records. RAD will serve your housing provider with a copy.

### **Completing the Tenant's Application for Age or Disability Form.**

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

**Tenant Name(s).** Fill in your name.

**Tenant Address.** Complete your address at the housing accommodation.

**Tenant Telephone Number(s).** Provide your telephone number(s) in case RAD must contact you for additional information.

**Tenant Email Address.** Provide your email address (if available).

**Housing Provider Information.** Complete the housing provider name, address, telephone number, and email address (if available).

**Property Manager.** If your building has a property manager, complete the property manager name, address, telephone number, and email address (if available).

**Age.** Check the box if you are claiming to be an elderly tenant. Check the box of the documentation you using to prove that you are at least 62 years or older. Attach a copy of the documentation to your RAD Form 6.

**Disability.** Check the box if you are claiming to be a tenant with a disability. Check the box of the documentation you are using to prove that you are a tenant with a disability under the Americans With Disabilities Act. Attach a copy of the documentation to your RAD Form 6.

**Income.** Check the box **only** if your housing provider was approved by a petition order to implement a rent surcharge and you are an elderly tenant or a tenant with a disability **AND** you have qualifying income. Every year by March 1st, the Rental Housing Commission publishes the income limit that will take effect by May 1st that year. You may find the recent annual rent adjustment at <https://rhc.dc.gov>.

From May 1, 2022-April 30, 2023, the income limits are:

For a 1-person household, \$54,180 For a 2-person household, \$61,920 For a 3-person household, \$69,660	For a 4-person household, \$77,400, and For a 5-person household, \$85,140. Add \$7,740 for additional household members beyond a 5-person household.
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**Number of people in your household.** Enter the number of adults and children who live in your household.

**Enter your income.** Complete the income section **only** if you are applying for a rent surcharge exemption. Enter your total income for your household. This should be the same amount that you report as your “adjusted gross income” on your federal and District of Columbia tax returns. You must provide proof of income and attach a copy of at least one of the following types of documents: pay stubs for the past 3 months (unless your pay stub shows your annual salary), federal or District of Columbia tax returns (Form 1040 or D-40), or other evidence which you must specify. RAD may ask you for additional income documentation.

**NOTE:** If a tenant is exempt from a rent surcharge, a housing provider may receive a tax credit instead. This benefit is only available if the Council of the District of Columbia approves tax credit funding. If the funding is unavailable, your housing provider may charge the rent surcharge.

**Tenant’s Certification.** You must sign, date, and print your name. If someone is completing this RAD Form 6 on your behalf, that person must print his/her own name, sign on your behalf, and state their relationship to you. You must provide a copy of the document authorizing someone else to complete this RAD Form 6 for you such as a guardianship order or power of attorney.

**When Will the Exemption Take Effect?** An exemption requested on this form will be effective on the first date rent is normally due that is more than five (5) days after this form is filed with RAD. For example, if this form is filed on May 27 and your rent is due on the first of every month, then your exemption will be effective July 1. If a CPI-W increase was taken in the 12 months before the effective date of an exemption, the housing provider must reduce your rent charged to the amount that would have been allowed.

**Service on Housing Provider and Filing with RAD.** You may file your RAD Form 6 and supporting documentation with RAD by mail, fax, email, or hand delivery to:

D.C. Department of Housing and Community Development  
Rental Accommodations Division  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
Fax Number: (202) 645-5884  
Email: [dhcd.rad@dc.gov](mailto:dhcd.rad@dc.gov)

If you email your RAD Form 6 and supporting documentation, your documents must be scanned into a portable document format (PDF) or else your filing cannot be accepted. You accept the risk that an email or attachment may be delayed or disrupted by technical failure or defect.

For additional information please call (202) 442-9505.

If your application and supporting documentation are approved, RAD will provide you with a date stamped copy of your application. You must keep the date stamped copy for your records. RAD will serve your housing provider with a copy of your approved application by first class mail. You should check with your housing provider or property manager within thirty (30) days to ensure that they received your approved application.