



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 NOTICE TO TENANT OF RENT ADJUSTMENT  
 (FOR RENT STABILIZED PROPERTIES ONLY)**

Date: \_\_\_\_\_

Tenant Name(s) \_\_\_\_\_

Registration No: \_\_\_\_\_

\_\_\_\_\_

Basic Business License No. \_\_\_\_\_

Tenant Address \_\_\_\_\_

Washington, D.C. \_\_\_\_\_

Certificate of Occupancy No. \_\_\_\_\_  
 (if applicable)

Dear Tenant(s):

**This notice is to tell you that your monthly rent will be increased in at least thirty (30) days.**

Your rental unit is covered by the District of Columbia's Rent Stabilization Program under the Rental Housing Act of 1985 (Act) (D.C. Official Code §§ 42-3501.01 through 42-3509.10), which limits the size of rent increases and requires your housing provider to tell you the following:

- |  |                    |
|--|--------------------|
| 1. Your <b>current monthly rent charged</b> is<br>(see definition in Box C.1. on page 2)                         | \$ _____           |
| 2. You must also pay <b>monthly rent surcharges</b> totaling:<br>(see specific surcharges in Box C.2. on page 2) | \$ _____           |
| 3. Your total monthly rent will increase by  | \$ _____           |
| 4. That is an increase over the current rent charged of  | _____ %            |
| 5. <b>Your new total monthly rent will be</b>  | \$ _____           |
| 6. The new monthly rent is <b>due (at least thirty (30) days' notice) on:</b>                                    | _____/_____/20____ |

Your rent may not be increased more than once every twelve (12) months. The Rent Stabilization Program requires a valid reason to increase your rent (explained in Box A or B on pages 1-2). Your rent is being increased for the following reason under the law (*check only one*):

The annual adjustment of general applicability for the year beginning May 1, \_\_\_\_\_, as published by the Rental Housing Commission (explained in box A); or

Approval of a petition or voluntary agreement (explained in box B) that was filed with the Rental Accommodations Division and assigned case number \_\_\_\_\_, approved by order on \_\_\_\_\_ (date).

**Check here  if this rent increase is a new surcharge.**

*Explanation of rent adjustment:*

**A. For Annual Adjustments of General Applicability**

*Housing provider: fill in all limits and check box for adjustment being applied*

Each year, your rent charged may be increased based on the inflation rate, determined using the Consumer Price Index for Urban Wage Earners (“CPI-W”) in the Washington, DC area. This year, the following limits apply:

- The CPI-W is \_\_\_\_%. You may be charged up to 2% in addition to the CPI-W.
- This rent adjustment may not be more than 10%.
- The maximum general rent adjustment this year is \_\_\_\_%.

Available online at  
<https://rhc.dc.gov>

**If you are age 62 or older or have a disability (“protected tenants”), your rent adjustment may be based on the Social Security Cost of Living Adjustment (“COLA”) instead. See the next page for more information. This year, the following limits apply:**

- The Social Security COLA is \_\_\_\_%
- You may only be charged the lesser of the CPI-W or COLA.
- This rent adjustment may not be more than 5%.
- **The maximum rent adjustment this year for protected tenants is \_\_\_\_%.**

Available online at  
<https://rhc.dc.gov>

**B. For Petition-Based or Voluntary Agreement Adjustments**

The Rent Stabilization Program allows a housing provider to make a special request to the District government for a rent increase. Your rent is being increased based on:

- A hardship petition (check  if conditional under pending petition);
- A petition to change related services or related facilities;
- A capital improvement petition;
- A substantial rehabilitation petition; or
- A voluntary agreement between the housing provider and at least 70% of tenants

**If you are age 62 or older or have a disability (protected tenants) and your income is at or below the qualifying limit, you may be exempt from paying part of the rent if it was increased for one of these reasons. See box D for more information.**

**C. How Your Rent Is Calculated**

1. All rent increases must be calculated based on the rent charged for a rental unit covered by the Rent Stabilization Program. **The Act defines “rent charged” as “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.”**

2. For your rental unit, the following rent surcharges are also authorized:

Incl.	Amount	Type	Case No.	Approval Order Date
<input type="checkbox"/>	\$			
<input type="checkbox"/>	\$			
<input type="checkbox"/>	\$			

*Check box if surcharge is included in total rent; do not check if tenant is exempt as protected tenant (see Box D). For “type,” enter HP, SF, CI, SR, or VA. SF and VA rent adjustments are considered surcharges for protected tenants. If this notice implements a surcharge, include it.*

**D. Age or Disability Exemptions**

If you are age 62 or older or if you have a disability, you may not be required to pay the full amount of an adjustment of general applicability. "Disability" means a physical or mental impairment that substantially limits one or more major life activities. If your income is below a certain limit, you may not be required to pay rent increases based on **petitions or voluntary agreements**. For May 1, 2022–April 30, 2023, the qualifying income limits are:

- For a household of 1 person: \$54,180 per year
- For a household of 2 people: \$61,920 per year
- For a household of 3 people: \$69,660 per year
- For a household of 4 people: \$77,400 per year

Available online at <https://rhc.dc.gov>

To qualify for these exemptions, a tenant must complete a registration form and file it with the Department of Housing and Community Development, Rental Accommodations Division (RAD). The registration form describes the documents needed to prove your status. A housing provider may challenge a tenant's claim, and false claims may result in penalties. You may request an age or disability status registration form from your housing provider.

A housing provider may be able to collect some rent surcharges if tax credits are not available from the District government. *Housing provider: check the box on this line if the Chief Financial Officer of the District of Columbia determined that funds are unavailable for the tax credit established by D.C. Official Code § 42-3502.24(g). Attach a copy of RAD's determination letter.*

**E. Tenants' Rights**

You have the right to request and view documents and the rent history for your rental unit once per year at no charge from your housing provider. The housing provider must provide an information form and a set of records within ten (10) business days of your request. 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 \_\_\_\_\_.

You have the right to request that the Rental Accommodations Division (RAD) review this notice. You may contact RAD at 202-442-9505. Walk-in assistance is available Monday through Friday from 8:30 am to 3:30 pm in the Housing Resource Center located at 1800 Martin Luther King Jr. Avenue SE, Washington, DC 20020. A more detailed summary of tenant rights and sources of technical assistance are available in the RAD pamphlet entitled "What You Should Know about Rent Control in the District of Columbia," which is available from your housing provider, the RAD office, and online at <https://dhcd.dc.gov/service/rent-control>.

You have additional rights that are described in the "Tenant Bill of Rights," as published by the Office of the Tenant Advocate (OTA). You may contact OTA at (202) 719-6560. The Tenant Bill of Rights is available online at <https://ota.dc.gov>.

You must bring any legal challenge to this rent adjustment within three (3) years of its effective date. For more details about the applicable law, you may find the D.C. Official Code online at <https://code.dccouncil.us> and the Rental Housing Commission's regulations online at <https://rhc.dc.gov>.

**F. Housing Provider's Certifications**

The housing provider, by signing below, certifies all of the following:

- (1) The tenant(s) was/were given this notice at least thirty (30) days before the effective date of this rent increase.
- (2) The rent for the rental unit affected by this notice has not been increased at any time in the twelve (12) months preceding the effective date of this rent increase.
- (3) This rent adjustment will be filed with the Rental Accommodations Division of the Department of Housing and Community Development.
- (4) This rent adjustment complies with all applicable provisions of the Rental Housing Act of 1985 and 14 DCMR chapter 42.
- (5) The rental unit that is affected by this notice and all common elements of the housing accommodation of which it is a part are in substantial compliance with the District of Columbia's housing regulations, or any noncompliance is the result of tenant neglect or misconduct (see 14 DCMR § 4216.2).

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]	

**Directions for housing provider:** Complete all applicable portions of this form. Use of this form for rent increases is required effective October 31, 2022. You must serve this notice on your tenant and file a copy (or a sample copy if adjusting rent for multiple units) with RAD along with Form 9. Service may be in person, by mail, or by electronic means with prior written consent of the tenant(s). Vacancy adjustments are not covered by this form. Use Form 9 to notify RAD when a vacancy occurs and use the new tenant disclosure forms to notify the incoming tenant that the rent charged is based on a vacancy adjustment.