



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

**CERTIFICATE OF RENT ADJUSTMENT  
 (FOR RENT-STABILIZED PROPERTIES ONLY)**

TO BE FILED BY HOUSING PROVIDER WITH RENTAL ACCOMMODATIONS DIVISION (RAD) NO MORE THAN 30 DAYS AFTER INCREASING RENT.  
 USE FORM 8 TO NOTIFY TENANTS BEFORE INCREASING RENT.

To the attention of the Rent Administrator:

I, \_\_\_\_\_, declare and affirm the following:  
 (name of individual/business)

1. I am the (check one)  owner,  manager,  other (specify) \_\_\_\_\_, of a housing accommodation located in the District of Columbia ("Housing Provider").
2. My address for correspondence related to this business is (no P.O. boxes):  
 (street) \_\_\_\_\_, (unit) \_\_\_\_\_  
 (city) \_\_\_\_\_, (state) \_\_\_\_\_ (zip) \_\_\_\_\_.
3. My telephone number is: \_\_\_\_\_.
4. My email address is: \_\_\_\_\_.
5. I am the Housing Provider for the following housing accommodation:

Address:	Unit No. Washington, D.C. _____("Housing Accommodation")
RAD Registration No.:	
Basic Business License No.:	
Basic Business License Expiration Date:	
Certificate of Occupancy No. (if applicable):	

6. Within the last 30 days, I increased or decreased the rent charged, or implemented or removed a rent surcharge, for one or more rental units in the Housing Accommodation that are covered by the Rent Stabilization Program of the Rental Housing Act of 1985 (hereinafter, "Act"). I have attached hereto an appendix detailing each rent adjustment, following the directions in this form.
7. If I am adjusting the rent charged because of the expiration or termination of an exemption of § 42-3502.05(a)(1) (government subsidy exemption), § 42-3502.05(a)(3) (small landlord exemption), or § 42-3502.05(a)(5) (cooperative exemption), I calculated the new rent charged is calculated in accordance with § 42-3502.09 of the Rental Housing Act.

A worksheet showing the rent charged calculation is attached to this Certificate of Rent Adjustment.

Note: For a termination of a tenant-specific subsidy, you must complete an Amended Registration form (RAD Form 2).

8. I certify that I served the tenant(s) of each affected, occupied rental unit with a Notice of Rent Adjustment (RAD Form 8) **at least 30 days before the effective date of each rent increase**. I have attached (*check one*):

A true copy of the notice corresponding to each rent adjustment listed in the attached appendix;  
or

A true copy of one sample notice for all rent adjustments listed in the attached appendix that took effect on the same date and that were based on the same authorization under the Act.

9. I am aware that the Act defines the term “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.”

10. Each affected rental unit and all common elements of the Housing Accommodation 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).

I declare, affirm and ratify under penalty of perjury that the foregoing information and attached documentation are complete, true, and accurate to the best of my information, knowledge, and belief. I fully understand and acknowledge that my signature below shall be deemed as the taking of an oath or affirmation regarding all of the information provided herein, to which the sanctions for perjury, false swearing, or false statements under D.C. Official Code §§ 22-2402, 22-2404 & 22-2405, respectively, shall apply.

Housing Provider Signature:	
Housing Provider Name (print):	
<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other Title (if applicable):	
Date:	

