

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING REGULATION ADMINISTRATION
RENTAL ACCOMMODATIONS DIVISION**



REGISTRATION PROCESS FOR ALL HOUSING ACCOMMODATIONS
Effective February 2, 2009

Step 1: 941 North Capitol Street NE, Washington, D.C. 20002

1. Obtain a Certificate of Occupancy (C/O) from Department of Consumer and Regulatory Affairs Business License Center (DCRA). A C/O is not required for single family housing accommodations.
2. File a Clean Hands Certification and FR-500 with the Office of Tax and Revenue.
3. File a Basic Business License (BBL) Application with DCRA. Receive a bill for BBL and Rental Unit Fee and a BBL number. DCRA initiates a Housing Inspection if a 1 or 2 rental unit housing accommodation.
4. Make BBL and Rental Unit Fee payments with the Office of Finance and Treasury.

Step 2: 1800 Martin Luther King Jr. Avenue SE, Washington, D.C. 20020

5. File a RAD Registration / Claim of Exemption Form with the Department of Housing and Community Development - Rental Accommodations Division (RAD).
6. RAD transmits the filed RAD Registration / Claim of Exemption Form to DCRA. If the RAD Registration / Claim of Exemption Form is for a 3+ rental unit housing accommodation and filed with RAD by 12 noon, the BBL can be picked up at DCRA by 4:30 pm the same day. In all other instances, the BBL will be mailed to the customer, or can be picked up by the customer at a later date.