

SAMPLE OWNER'S REQUEST FOR TENANT ELECTION TO CONVERT

Date: _____

Dear _____:

Under the Rental Housing Conversion and Sale Act of 1980 (D.C. Official Code 2001 ed., as amended, § 42-3401.01 et seq.), I request an election by the tenants to convert _____, Washington, D.C. _____ from a housing accommodation into a _____.

As tenants, you have 30 calendar days (including Saturdays, Sundays, and holidays) from date you receive this letter to organize a tenant organization and schedule an election. The election must be held within 60 calendar days of the date you receive this letter.

If no election is scheduled within 30 days, any individual tenant has 15 days to contact the Department of Housing and Community Development, Rental Conversion and Sale Division and schedule an election.

To schedule an election, the tenant organization or individual tenant must contact the Rental Conversion and Sale Division at the telephone number and address below.

For the building to convert, at least 51% of the qualified heads of household of the occupied units must vote to convert. If less than 51% vote in favor of the conversion, property cannot be converted, and I cannot request another tenant election for one year.

The law gives tenants who are low-income and 62 years or older or low-income and disabled the right to stay in their units and continue renting after the election. The result of the conversion election does not take away this right. Low income elderly or low-income disabled tenants may **not** be evicted or sent notices to vacate unless they violate their leases, fail to pay rent, or commit illegal acts in their apartments.

Because of this right, the law says that elderly tenants 62 years or older and disabled tenants with income below the qualifying income **cannot** vote in the tenant election. Any elderly or disabled tenant with qualifying income may participate in the tenant election **if** he/ she gives a written waiver of the right to stay in his/her unit after the election. **If you waive your right to remain and you do not buy your unit, you may be subject to eviction or be served with a notice to vacate.**

The highest incomes to qualify for this benefit in **Fiscal Year 2016** are:

\$72,219 for a one-person household	\$103,170 for a four-person household
\$82,536 for a two-person household	\$103,170 for a five person household
\$92,853 for a three-person household	\$124,836 for a six person household

Note: these income limits change annually.

If no election is held, the owner may convert the property without further notice to the tenants.

As a tenant, you have the right to be given a summary of your rights and obligations, a list of voter qualifications and disqualifications, and places to get technical help. This information is included in Title 14, §§ 4700-4710 of D.C. Municipal Regulations (2004), Rules for Administering the Conversion and Sale of Rental Housing. We have enclosed a copy for you.

For technical help, contact any of these agencies or organizations:

Housing Counseling Services	(202) 667-7006
Latino Economic Development Corporation	(202) 588-5102
D.C. Office of the Tenant Advocate	(202) 719-6560
D.C. Department of Housing and Community Development, Rental Conversion and Sale Division	(202) 442-4407.

Sincerely,

Owner's Signature

Owner's Printed Name