



**District of Columbia Department of Housing and Community Development**  
Housing Regulation Administration – Rental Conversion and Sale Division  
1800 Martin Luther King, Jr. Avenue, S.E.,  
Washington, D.C. 20020  
Telephone 442-4407 | [www.dhcd.dc.gov](http://www.dhcd.dc.gov)

### **Application for Registration For Tenant Associations (5 or more units)**

The attached application for tenant organization registration includes preparation instructions. The registration application must include: a letter of interest in purchasing, an association membership list, a registration application, a statement from a tenant organization officer attesting to the truthfulness of the information, articles of incorporation, a certificate of incorporation, and by-laws.

The certificate of incorporation may be obtained from the D.C. Department of Consumer and Regulatory Affairs (DCRA) by submitting the articles of incorporation between the hours of 8:30 a.m. and 4:15 p.m., Monday through Friday. The One Stop Center is located at 1100 M Street, S.W., and the phone number is (202) 442-9546. The current fee is \$50.00, however the fee is subject to change without notice.

Because the tenant organization's by-laws are important to its successful operations, it is advisable for the organization to obtain competent legal counsel before adopting them.

If you should need assistance with the preparation of the Registration Application, the articles of incorporation and the by-laws, you may contact the following organizations:

D.C. Department of Housing & Community  
Development  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
(202) 442-7200

D.C. Office of the Tenant Advocate  
2000 14th Street, N.W., Suite 300-N  
Washington, D.C. 20009  
(202) 719-6560

Housing Counseling Services  
2410 17th Street, N.W.  
Washington, D.C. 20009  
(202) 667-7006

Latino Economic Development Corporation  
641 S Street, N.W.  
Washington, D.C. 20009  
(202) 540-7417

Please contact the Rental Conversion and Sale Division If you have any questions regarding this matter.

## **INSTRUCTIONS FOR COMPLETING THE REGISTRATION PACKAGE**

**LETTER OF INTEREST IN PURCHASING:** State the tenant organization's interest in purchasing (see attached form). This should be included in the package as a cover letter to the owner.

**APPLICATION FOR REGISTRATION:** State the name of the tenant organization, the date of incorporation, the address of the housing accommodation offered for sale, the date the offer was received (*not necessarily the same as the date on the "Offer of Sale"*), the name of the owner, the name of the sales agent, the names, address(es), position and phone numbers of the officers of the tenant organization, the name of the tenant organization's legal counsel (if any), the number of units, the number of occupied units, the number of members in the tenant association, the number of employees of the owner in the preceding one hundred twenty (120) days and the number of tenants who have been occupants for less than ninety (90) days. (*The Application for Registration must be signed and notarized by the organization's president or other authorized officer.*)

Attach a copy of the Articles of Incorporation, the Certificate of Incorporation, and the By-laws. The Articles of Incorporation and By-laws are evidence that the tenant organization has the legal capacity to hold an interest in real estate.

An officer of the tenant association must sign the Letter of Interest in Purchasing, the Application for Registration, the Application for Registration Certification and the Membership Lists. The Application for Registration, with the attachments, must be provided to the owner or the owners agent and one (1) copy must also be forwarded to the Mayor within the applicable time frame. *Both should be either hand delivered or sent by certified mail with the return receipt requested.* If the document is hand delivered, the receipt, which is included with this package, should be completed and signed by the recipient. The copy for the Mayor should be addressed to:

D.C. Department of Housing and Community Development  
Rental Conversion and Sale Division  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
(202) 442-4407

If you have questions, please call the Rental Conversion and Sale Division on (202) 442-4407.

**LETTER OF INTEREST IN PURCHASING**

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

To: \_\_\_\_\_

(Name of Owner or Agent)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

Dear Sir or Madam:

The \_\_\_\_\_ Tenant Association, Inc., incorporated on \_\_\_\_\_, 201\_\_\_\_, pursuant to Title IV of the **Rental Housing Conversion and Sale Act of 1980**, D.C. Law 3-86, as amended, (the Law) expresses its interest in purchasing the housing accommodation(s) located at: \_\_\_\_\_, Washington, D.C.

In compliance with the registration requirements and to give evidence of our capacity to hold real property, enclosed is a copy of the tenant association's Application for Registration, including:

- the Articles of Incorporation,
- Bylaws, and
- Certificate of Incorporation,

which documents include the names, addresses and telephone numbers of the association's officers and legal counsel (if any).

This statement of interest and the accompanying registration materials are sent in response to the Offer of Sale and Tenant Opportunity to Purchase (Offer) dated \_\_\_\_\_, 20\_\_\_\_\_. That Offer was received by tenants on \_\_\_\_\_, 20\_\_\_\_.

In addition to providing a copy of any ratified third party contract, pursuant to the Law and to assist the tenants association in exploring the feasibility of purchasing this property, please provide the following documents and/or information within seven (7) days of your receipt of this letter:

1. A floor plan of the building(s), if available;
2. An itemized list of monthly operating expenses, utility consumption rates, and
3. capital expenditures for each of the two (2) preceding calendar years; and,
4. The most recent rent roll, a list of tenants, and a list of vacant apartments.

A copy of any contract with a third party, if one exists, for the sale of this property. In accordance with the Law, you are required to provide the above-listed documents and/or information within seven (7) days of your receipt of this letter. For every day of delay beyond the seven (7) days, the period allowed for us to negotiate a contract of sale with you shall be extended one (1) day.

Sincerely,

\_\_\_\_\_  
Tenants Association, Inc.  
(Name)

By: \_\_\_\_\_  
(Signature)  
Its: President

Enclosures

cc: D.C. Department of Housing and Community Development  
Rental Conversion and Sale Division  
1800 Martin Luther King, Jr., S.E.  
Washington, D.C. 20020  
(202) 442-4407

**APPLICATION FOR REGISTRATION**

Title IV of D.C. Law 3-86, as amended  
Rental Housing Conversion and Sale Act of 1980  
"Tenant Opportunity to Purchase Act"

1. Name of Tenant Association: \_\_\_\_\_
2. Date of Incorporation: \_\_\_\_\_
3. Address(s) of housing accommodation(s) offered for sale:  
\_\_\_\_\_
4. Date offer of sale received: \_\_\_\_\_
5. Name of owner(s) (if known): \_\_\_\_\_
6. Name of sales agent (if any): \_\_\_\_\_
7. OFFICERS OF TENANT ASSOCIATION:
  - a. Position: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  - b. Position: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  - c. Position: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  - d. Position: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

e. Position: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

f. Position: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

LEGAL COUNSEL (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of units: \_\_\_\_\_

Number of occupied units: \_\_\_\_\_

Number of members in tenants association: \_\_\_\_\_

#### ATTACHMENTS

1. Copy of Articles of Incorporation
2. Copy of Certificate of Incorporation
3. Copy of By-laws
4. Letter of Interest in Purchasing
5. Membership Lists

#### CERTIFICATION

I hereby certify that the above information, including the attachments, is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Name of Tenants Association

\_\_\_\_\_  
By: President

\_\_\_\_\_  
or By: Vice-President

\_\_\_\_\_  
or By: Secretary

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





**APPLICATION FOR REGISTRATION CERTIFICATION**

\_\_\_\_\_  
Name of Office Holder in Tenants Association

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

I, \_\_\_\_\_, a Notary Public, hereby certify that on  
the \_\_\_\_ day of \_\_\_\_\_, the person named above  
personally appeared before me, certified that the statements contained in the foregoing  
documents (Application for Registration and Membership List) are true to the best of his  
or her knowledge and belief, and signed the documents as \_\_\_\_\_.

Title of Office Holder in  
Tenants Association

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_  
[Notary Seal]

**RECEIPT**

I hereby acknowledge receipt of a copy of the foregoing Letter of Interest in Purchasing, Application for Registration, Articles of Incorporation, By-laws, Certificate of Incorporation and Membership List for the \_\_\_\_\_  
\_\_\_\_\_ Tenants Association, Inc.

**Rental Conversion and Sale Division**

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date & Time: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

**Owner or Owner's Agent**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date & Time: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.