



**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 (202) 442-4407 | www.dhcd.dc.gov

**VACANCY EXEMPTION APPLICATION FOR  
 CONVERSION TO CONDOMINIUM OR COOPERATIVE**

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

Application is hereby made for exemption of the property located at: \_\_\_\_\_  
 \_\_\_\_\_ from Subchapter II of the **Rental  
 Housing Conversion and Sale Act of 1980**, as amended (D.C. Official Code 2001 ed., as  
 amended, § 42-3401.01 et seq.).

1. Applicant’s Name: \_\_\_\_\_

A. Is the Applicant a tenant organization? YES \_\_\_\_\_ NO \_\_\_\_\_

B. If the Applicant is a limited liability company or partnership, the partners’ names are:  
 \_\_\_\_\_  
 \_\_\_\_\_

C. If the Applicant is a corporation, the principal officers’ names are:  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Applicant’s Address: \_\_\_\_\_  
 \_\_\_\_\_

3. Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Facsimile Number: ( \_\_\_\_\_ ) \_\_\_\_\_

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

4. Lot \_\_\_\_\_ Square \_\_\_\_\_ ANC# \_\_\_\_\_ Zoning # \_\_\_\_\_

5. Date of Purchase \_\_\_\_\_

**Attach a copy of the Applicant’s recorded vesting deed.**

6.a. Number of Units in the Housing Accommodation Prior to Conversion: \_\_\_\_\_

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6.b. Number of Units in the Housing Accommodation After Conversion: \_\_\_\_\_

**Attach a copy of the current certificate of occupancy.**

7. The estimated sale price per unit after conversion is as follows:

Efficiencies \$ \_\_\_\_\_ Two Bedrooms \$ \_\_\_\_\_

One Bedrooms \$ \_\_\_\_\_ Three Bedrooms \$ \_\_\_\_\_

8. This exemption application is for the conversion of a [check one]

Condominium \_\_\_\_\_ Cooperative \_\_\_\_\_

**Attach copies of all building permits.**

9. To the best of the Applicant's knowledge, information, and belief, state how and when the units in the housing accommodation became vacant, and provide the tenants' names and contact information (you may attach a separate page if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If the Property has been vacant since the Applicant's acquisition, describe the Property's use and condition from the time of acquisition until present. If necessary, you may attach a supplemental explanation and documentation to this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Has the Applicant owned the housing accommodation on and at all times subsequent to July 17, 1985: YES \_\_\_ NO \_\_\_

A. If the Applicant states "YES" above, the Applicant certifies that a notice to vacate for the immediate purpose of discontinuing the housing use and occupancy of the housing accommodation pursuant to § 42-3505.01(i) (1)(A) of the Rental Housing Act of 1985 (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) has not been issued.

B. If the Applicant states "NO" above, the Applicant hereby certifies that:

(i) the Applicant has not issued a notice to vacate for the immediate purpose of discontinuing the housing use and occupancy of the housing accommodation § 42-3505.01(i) (1)(A) of the Rental Housing Act of 1985, as amended (D.C. Official Code § 42-3501.01 et seq.); and

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(ii) the Applicant is not a purchaser from an owner-seller who issued a notice to vacate.

The applicant further certifies that the he affirmatively sought information from all owners of the housing accommodation as of and subsequent to July 17, 1985. Specifically, the Applicant made the following inquiries (state names, dates and information obtained with specificity—a separate sheet may be attached if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Is the Property registered with the Department of Consumer and Regulatory Affairs (DCRA), Vacant Properties Unit as a vacant property? \_\_\_\_\_ YES \_\_\_\_\_ NO

A. If the Property is registered, attach a copy of DCRA's vacant property registration letter or vacancy exemption.

B. If the Property is not registered, explain why not : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of law for making a false statement, as set out in D.C. Official Code, 2001 ed., as amended, § 22-2405 § 22-2401 et seq., that the foregoing representations and statements are true and correct to the applicant's best knowledge, information and belief.

APPLICANT

by: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_.

[Notarial Seal]

\_\_\_\_\_  
Notary Public, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Revised 04/03/2015