



District of Columbia
Dept. of Housing and Community Development
Rental Accommodations Division (RAD)
 1800 Martin Luther King Jr. Avenue SE, 2nd Floor
 Washington, DC 20020
 (202) 442-9505

RAD Date Stamp

RAD Form 1 (rev 2/12)

RAD Registration / Claim of Exemption Form

Complete Parts 1 thru 7 if the Housing Accommodation is subject to rent control. If the Housing Accommodation is **exempt**, skip Parts 5, 6 and 7. This registration is filed under provisions of D.C. OFFICIAL CODE §§ 42-3501 et seq. (Supp. 2008). **PRESENT PROOF OF OWNERSHIP OF HOUSING ACCOMMODATION WHEN FILING THIS FORM.**

RAD Use Only

Certificate of Occupancy Number (if required)		Basic Business License Number		Registration/Exemption Number	
Intake Representative		Fee Per Rental Unit	Total Registration Fee	Proof of Ownership Presented	

Part 1 – Address Of The Housing Accommodation You Are Registering

Street Address of Housing Accommodation You Are Registering (No P.O. Box)				Quadrant	
Unit	City Washington	State DC	Zip Code		
Square	Suffix (if any)	Lot	Ward		

Part 2 – Property Owner's Business Information

Owner of Property (Different than the Property Address)				Trade Name of Business, if any	
Street Address of Owner (No P.O. Box)				Quadrant	
Unit	City	State	Zip Code		
Business Telephone	Business Facsimile	Home Telephone	Email Address		
Business Type (if applicable) (check box): <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other: _____			Name & Title of all Partners and/or Officers of Owner		
D.C. Registered Agent of Owner (if applicable)				Trade Name of Business, if any	
Street Address of Registered Agent (No P.O. Box)				Quadrant	
Unit	City	State	Zip Code		
Work Telephone	Work Facsimile	Home Telephone	Email Address		
Property Management Company of Owner (if applicable)				Trade Name of Business, if any	

Street Address of Property Management Company (No P.O. Box)			
Unit	City	State	Zip Code
Work Telephone	Work Facsimile	Home Telephone	Email Address

Part 3 – Property Profile

- Multi-Family
 2-Unit Flat
 Single Family
 Condominium
 Cooperative
 Rooming House
 Boarding House
 Basement Unit
 English Basement
 Au-Pair Suite
 Other: _____

TOTAL NUMBER OF RENTAL UNITS IN HOUSING ACCOMMODATION: _____

Total Efficiencies	Total 1-Bedroom Units	Total 2-Bedroom Units
Total 3-Bedroom Units	Total 4-Bedroom Units	Total 5+ Bedroom Units

Part 4 – Claim of Exemption

If you claim any Rental Unit or Housing Accommodation is exempt from rent control under §205 of the Rental Housing Act of 1985, as amended (D.C. OFFICIAL CODE § 42-3502.05 (Supp. 2008)). Check the reason(s) for your claim below.

- A. Unit(s) in any federally or District owned housing accommodation or in any housing accommodation with respect to which the mortgage or rent is federally or District- subsidized except units subsidized under subchapter III D.C. OFFICIAL CODE § 42-3502.05 (a)(1) (Supp. 2008)).
- B. Any rental unit in any newly constructed housing accommodation for which the building permit was issued after December 31, 1975, or any newly created rental unit, added to an existing structure or housing accommodation and covered by a certificate of occupancy for housing use issued after January 1, 1980, provided, however, that this exemption shall not apply to any housing accommodation the construction of which required the demolition of an housing accommodation subject to this chapter, unless the number of newly constructed rental units exceeds the number of demolished rental units (D.C. OFFICIAL CODE § 42-3502.05(a)(2) (Supp. 2008)).
- C. Four (4) or fewer Rental Units in the same Housing Accommodation, or an aggregate of four (4) Rental Units in more than one (1) structure in the District of Columbia, so long as the Housing Accommodation is owned by four (4) or fewer natural persons. (D.C. OFFICIAL CODE § 42-3502.05(a)(3) (Supp. 2008)).
- D. Building that has been continuously vacant and not subject to rental agreements since January 1, 1985, and any housing accommodation previously exempt under 206(a)(4) of the Rental Housing Act of 1980, provided that upon re-rental the housing accommodation is in substantial compliance with the housing regulations when offered for rent(D.C. OFFICIAL CODE § 42-3502.05(a)(4) (Supp. 2008)).
- E. Building that has been previously exempt under § 206(a)(4) of the Rental Housing Act of 1980 (D.C. OFFICIAL CODE § 42-3502.05(a)(4) (Supp. 2008)).
- F. Rental unit(s) within a building owned by a cooperative association, whose proprietary lease(s) is/are owned by no more than four (4) members of the cooperative association, and whose owners(s) have a direct or indirect interest in no more than a total of four (4) Rental Units in the District of Columbia (D.C. OFFICIAL CODE § 42-3502.05(a)(5) (Supp. 2008)).
- G. Building with a Building Improvement Plan under the Apartment Improvement or other DHCD multi-family assistance program. (D.C. OFFICIAL CODE § 42-3502.05(a)(7) (Supp. 2008)).

List each Housing Provider of four (4) or fewer Rental Units in the same Housing Accommodation, or of an aggregate of four (4) Rental Units in more than one (1) structure in the District of Columbia with a direct or indirect interest in any other Rental Unit in the District of Columbia, if you are claiming an exemption under § 205(a)(3) (D.C. OFFICIAL CODE § 42-3502.05(a)(3) (Supp. 2008)). ATTACH ADDITIONAL PAGES, IF NEEDED.

Name	Address	Telephone Number	Email Address

