



Rent Control Registration and Claim of Exemption Form

If you're registering this property, Complete Parts 1, 2, 5, 6, and 7. Skip Part 4.

If you're claiming that this property is exempt, complete Parts 1, 2, and 4. Skip Parts 5, 6, and 7.

Basic Business License Number	NCIS	Fee	Language Preferred
-------------------------------	------	-----	--------------------

Part 1 – Address of property that you are registering or claiming as exempt

Square	Suffix (if any)	Lot	Ward	Certificate of Occupancy Number
Street number	Ext	Official street name	Quadrant	

Part 2 – Property's Business Information

Owner of property	Owner's complete home address	Trade name of business, if any
Billing name	Complete billing address	Business Type
		<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other
Non-DC-resident applicant's agent	Agent's address	Partners or Officers
		<input type="checkbox"/> President or Partner <input type="checkbox"/> Vice President or Partner <input type="checkbox"/> Secretary or Partner
Agent's phone	Agent's email	Treasurer or Partner
Agent's fax	Management agent's or company's fax	Partner
Management agent or company	Management agent's or company's address	
Property manager	Property manager's phone	

Part 3 – Property Profile

Single-Family
 Condominium
 Rooming House
 2-Unit Flat
 Basement Unit
 English Basement
 Au-Pair Suite
 Multi-Family

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

Part 4 – Claim of Exemption

If you claim this property is exempt from rent control under § 205 of the Rental Housing Act of 1985, check the reason(s) for your claim below.

- A. Unit(s) whose owner(s) hold and operate no more than 4 rental units. (§ 205(a)(3))
- B. Unit(s) owned or subsidized by the District of Columbia or Federal government. (§ 205(a)(1))
- C. Building constructed after December 31, 1975. (§ 205(a)(2))
- D. New units in existing building that was issued its original Certificate of Occupancy after January 1, 1985. (§ 205(a)(4))
- E. Building that has been continuously vacant and not subject to rental agreements since January 1, 1985. (§ 205(a)(4))
- F. Building that has been continuously exempt under § 205(a)(4) of the Rental Housing Act of 1980.
- G. Rented cooperative unit whose owners hold and operate no more than 4 rental units. (§ 205(a)(5), as amended)
- H. Building with a Distressed Property Improvement (DPI) Plan under the DPI Program of Title VIII of the Act of 1983. (§ 205(a)(7))
- I. Building with a Building Improvement Plan under the Apartment Improvement or other DCHCD multi-family assistance program. (§ 205(a)(7a))

List the names of each natural person(s) with **direct** or **indirect** financial interest in the housing accommodation.

Name	Address	Phone	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

List all other residential rental properties in which any of the people listed above have a **direct** or **indirect** financial interest.

Name	Property Address	Number of Units
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Part 5 – Current Services & Facilities Provided

Check the services provided. Complete a copy of Part 5 of this form for each unit

Services & Facilities Provided as Part of Rent and/or Tenancy		Optional Services with Monthly Cost	
Appliances <input type="checkbox"/> Cooking range <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer in unit <input type="checkbox"/> Dryer, coin operated <input type="checkbox"/> Garbage disposal <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer in unit <input type="checkbox"/> Washer, coin operated	Utilities <input type="checkbox"/> Cooking gas <input type="checkbox"/> Electricity <input type="checkbox"/> Heat <input type="checkbox"/> Water & sewage Other _____ <input type="checkbox"/> Air conditioning <input type="checkbox"/> Elevator <input type="checkbox"/> Extermination <input type="checkbox"/> Storage room <input type="checkbox"/> Intercom <input type="checkbox"/> Parking <input type="checkbox"/> Security guards <input type="checkbox"/> Secretarial service	<input type="checkbox"/> Air conditioning \$ _____ <input type="checkbox"/> Cable \$ _____ <input type="checkbox"/> Community room \$ _____ <input type="checkbox"/> Dryer in unit \$ _____ <input type="checkbox"/> Furniture \$ _____ <input type="checkbox"/> Parking \$ _____ <input type="checkbox"/> Swimming pool \$ _____ <input type="checkbox"/> Washer in unit \$ _____ <input type="checkbox"/> Wi-Fi \$ _____	

I/we certify that this property complies with DC Housing Regulations and, to the best of my knowledge, has no outstanding substantial violations.

I/we have attached a list of all substantial violations of DC Housing Regulations which, to the best of my knowledge, exist at this property.

Signature of property owner/agent _____

Signature _____
 Date _____

Part 6 – Building-Wide Rent Increases

Unit	Tenant's Name	Rent Charged	Date of Last Increase

Part 7 – Certification

I, the owner or agent of this property, certify that the information that I have given on this form is complete and accurate. If I am not the owner, I certify that I have the authority from the owner to make this certification. In signing this form, I understand that filing false statements with the Rental Accommodations and Conversion Division is subject to a fine of up to \$5000, under the Rental Housing Act of 1985.

Signature of property owner/agent _____

Signature _____
 Date _____