



### **Instructions for Completing Housing Provider's Disclosures to Applicant or Tenant**

These instructions are to be used with a Housing Provider's Disclosures to Applicant or Tenant (RAD Form 3). This form applies to all rental units and must be given to all applicants or tenants, no matter if the rental unit(s) is/are market rate or rent-stabilized.

**When to Use This Form.** The Housing Provider's Disclosures to Applicant or Tenant is required for a housing provider to disclose certain information about a housing accommodation. Tenants must receive this form when they apply for a rental unit, or if an application is not required, when a tenant enters into a lease or other rental agreement. Current tenants may request this information once per calendar year.

When you provide an applicant with this form, you must provide this completed form with attachments (RAD Forms 4, 5, the Tenant Bill of Rights, "What You Should Know About Rent Control" pamphlet for rent-stabilized units, and a DC Board of Elections Voter Registration Packet) within ten (10) business days. You must maintain the records of the information provided on this disclosure. Use of this RAD Form 3 is required effective January 31, 2023. If you require assistance, contact the Rental Accommodations Division on (202) 442-9505.

#### **Definitions of Rent, Rent Charged, and Rent Surcharge.**

"Rent" applies to units exempt from rent stabilization and means the amount of money received or charged by a housing provider as a condition of occupancy or use of a rental unit and its related services and facilities.

"Rent Charged" applies to rent stabilized units and means the amount of money a tenant must actually pay to a housing provider as a condition of occupancy or use of a rental unit and its related services and facilities.

"Rent Surcharge" applies to rent stabilized units and means a charge added to the rent charged for a rental unit under a housing provider petition and is not included as part of the rent charged.

#### **Completing the Housing Provider's Notice to Tenant of Rent Adjustment Form.**

- **Date.** Fill in the date you are completing the form.
- **Tenant or Applicant Name(s).** Fill in all the names of the tenants or applicants who will be served with the form.
- **Tenant Address.** Complete the tenant address or the unit for which the applicant is applying at the housing accommodation.
- **Registration or Exemption Number.** Complete the property registration or exemption number.
- **Basic Business License Number.** A housing provider must have a valid basic business license. Complete the basic business license number.

- **Certificate of Occupancy.** If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

#### **Box A. Housing Provider's Information.**

- **Owner.** Fill in the owner's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address. The Amended Registration (Form 2) should be used to add an owner or remove an owner.
- **Property Manager.** If you have a property manager, fill in the property manager's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address.
- **Registered Agent for Service.** If the housing accommodation owner is not a District of Columbia resident, fill in the registered agent's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address.
- **Additional Owner.** Fill in the additional owner's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address. If there are more than 2 owners attach a separate sheet giving all additional owner's names, street addresses (post office boxes are prohibited), cities, states, zip codes, telephone numbers, and email addresses.
- **Name on Basic Business License.** Fill in the name of the party on the basic business license.

#### **Box B. Property Information.**

- Check the applicable box disclosing whether the rental unit is rent stabilized (commonly called "rent control") or if the rental unit is exempt from rent stabilization.
- Check the box identifying the rental unit type.
- Disclose the number of housing code violation notices of infraction or violations issued by the Department of Consumer and Regulatory Affairs (DCRA) or the Department of Buildings (DOB), as applicable, and attach copies of the notices or violations.
- Disclose the number of unabated (not corrected) housing code violation notices of infraction or violations issued by DCRA or DOB (as applicable) and attach copies of the notices or violations.
- Check the box indicating whether you have knowledge that the mold levels in the housing accommodation at or above the threshold level set by the Department of Environment and Energy were in the rental unit or housing accommodation and have not been remediated by an indoor mold remediation professional and attach a description.

#### **Box C. Rent and Other Costs.**

- Fill in the current monthly rent charged for the rental unit.
- Fill in the monthly rent surcharge(s) for rent stabilized rental units if applicable.
- Check the box for how often the rent may be increased according to whether the unit is rent stabilized or is exempt from rent stabilization and the rent increases according to the lease agreement or an affordability covenant or government subsidy contract.
- Check the box if the lease requires a security deposit. A security deposit must be less than or equal to the first month's rent charged.
- Fill in the security deposit amount.
- Check the applicable box for whether the security deposit is in a fixed interest rate account or the prevailing statement savings rate of a District of Columbia financial institution holding the deposit.

**Owner's/Agent's Signature**. By signing, you certify all the information provided as listed. Sign the form, print the housing provider's name, your capacity as signatory on the form, and the signature date.

**Required Attachments**. You must attach the following forms and information to the Housing Provider's Disclosures to Applicant or Tenant (RAD Form 3):

- Registration or Claim for Exemption (RAD Form 1) with an applicable Amended Registration (RAD Form 2),
- Copies of all unabated housing code notices of infractions or violations,
- Rent History Disclosure (RAD Form 4),
- Notice of Access to Records (RAD Form 5),
- DC Office of Tenant Advocate's Tenant Bill of Rights (available at [www.ota.dc.gov/publication/tenant-bill-rights](http://www.ota.dc.gov/publication/tenant-bill-rights)),
- RAD's "What You Should Know About Rent Control in the District of Columbia," (for rent stabilized units only) (available at <https://dhcd.dc.gov/service/rent-control>),
- DC Department of Energy and the Environment's Lead Disclosure for DC Rental Properties (available at <https://doee.dc.gov//publication/lead-paint-disclosure-form-and-instructions>),
- US Environmental Protection Agency's "Protect Your Family from Lead in Your Home," (available at [www.epa.gov/lead/protect-your-family-lead-your-home-english](http://www.epa.gov/lead/protect-your-family-lead-your-home-english)), and
- A DC Board of Elections Voter Registration Packet (available at <https://dcboe.org/voters/information-for-new-residents/improving-voter-registration-for-new-tenants-and-homeowners-amendment-act-of-2020>)

**Service on Tenant(s)**. You must serve the Housing Provider's Notice to Tenant of Rent Adjustment (RAD Form 3) and all of the required attachments on each tenant by electronic mail (if authorized in advance by the tenant(s)), by mail, or by hand delivery within thirty (30) days when the tenant's lease begins.

**Filing with RAD (for Rent Stabilized Rental Units Only)**. This RAD Form 3 is not required to be filed with the Rental Accommodations Division.