

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING REGULATION ADMINISTRATION
RENTAL ACCOMMODATIONS DIVISION
REGISTRATION PROCESS FOR ALL HOUSING ACCOMMODATIONS**



Effective May 6, 2014

Step 1: DC Department of Consumer and Regulatory Affairs (DCRA), 1100 - 4th Street, SW, Washington, DC 20024

1. Obtain a Certificate of Occupancy (C/O) from DCRA. A C/O is required for a housing accommodation with 2 or more rental units. A C/O is not required for a single family housing accommodation.
2. File a Clean Hands Certification and FR-500 with the Office of Tax and Revenue.
3. File a Basic Business License (BBL) Application with DCRA. Receive a bill for the BBL and Rental Unit Fee.
4. DCRA schedules a BBL Housing Inspection for single family and 2 unit housing accommodations. DCRA does not require a Housing Inspection for a housing accommodation with 3 or more rental units before issuing a BBL.
5. Make BBL and Rental Unit Fee payments with the Office of Finance and Treasury.
6. DCRA issues BBL, with BBL number, for single family and 2 unit housing accommodations to customer.
7. DCRA issues payment receipt, with BBL number, for a housing accommodation with 3 or more rental units to customer.

Step 2: DC Department of Housing and Community Development, Rental Accommodations Division (RAD), 1800 Martin Luther King Jr. Avenue SE, Washington, D.C. 20020

8. File a RAD Registration/Claim of Exemption Form with RAD.
9. RAD assigns Landlord Registration number or RAD Exemption number to RAD Registration/Claim of Exemption Form.
10. RAD provides customer with copy of RAD Registration/Claim of Exemption Form, with Landlord Registration number or RAD exemption number, for each housing accommodation.
11. If RAD Registration/Claim of Exemption Form is for a single family or 2 unit housing accommodation, registration process is complete.

Step 3: DCRA, 1100 - 4th Street, SW, Washington, DC 20024

12. If RAD Registration/Claim of Exemption Form is issued to a housing accommodation with 3 or more rental units, housing provider must return to DCRA and present copy of the RAD Registration/Claim of Exemption Form to receive BBL.