



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

RAD Date Stamp

RAD Form 23 (rev 09/10)

## Tenant Petition / Complaint

This petition is filed under provisions of D.C. OFFICIAL CODE §§ 42-3501.01 et seq. (Supp. 2008) (DC Law 6-10 § 216).  
Please type or print clearly, complete all areas, and make sure to sign the form.  
**ATTACH ADDITIONAL PAGES FOR RESPONSES, IF NEEDED.**

### RAD Use Only

Case number	Intake Representative	Date Filed
<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail	Approved For Filing By	Date Approved For Filing

TO FILE THIS PETITION, TENANT(S) MUST PROVIDE:

- Proof of tenancy, including rent receipts, cancelled checks, or a copy of a lease.
- Copy of any Notice to Vacate and/or Notice of Increase in the Rent Charged
- Original & 4 copies of this Petition/Complaint and all documents submitted in support of this Petition/Complaint

### Part 1 – Tenant Information

Who is filing this petition?    Tenant    Tenant Representative    Tenant Association    Group of Unassociated Tenants

Name of tenant(s), tenant association, or representative		Email Address	
Cell phone	Home phone	Work phone	
Date when you became a tenant of the property for which this petition is being filed:		Current monthly rent you are charged	
<b><i>Street address of property that is subject of petition/compliant</i></b>			
Street Address (No P.O. Box)			
Unit(s)	City	State	Zip Code
<b><i>Current Address of Tenant(s) (if different than above)</i></b>			
Street Address (No P.O. Box)			
Unit	City	State	Zip Code
<b><i>Petitioner(s)' Representative (Attorney or Other) information (if applicable)</i></b>			
Name of Representative		Email Address	
Cell phone	Home phone	Work phone	
Street Address (No P.O. Box)			
Unit	City	State	Zip Code

**Part 2 – Housing Provider Information**

<b>Name of Owner of Housing Accommodation</b>		Email Address	
Cell phone	Home phone	Work phone	
Owner's Street Address (No P.O. Box)			
Unit	City	State	Zip Code
<b>Title/Name of Agent of Owner</b>		(check the appropriate box for Title):	
		<input type="checkbox"/> Property Manager <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Other: _____	
Email Address			
Cell phone	Home phone	Work phone	
Agent's Street Address (No P.O. Box)			
Unit	City	State	Zip Code

**Part 3 – Previously Filed Tenant Petitions for this Housing Accommodation or Rental Unit (1985 to present) (ATTACH ADDITIONAL PAGES, IF NEEDED)**

<i>Petition Number</i>	<i>Filing Date</i>	<i>Current Status (check the box)</i>	<i>Date of Decision/Order</i>
		<input type="checkbox"/> Open or <input type="checkbox"/> Closed	
		<input type="checkbox"/> Open or <input type="checkbox"/> Closed	
		<input type="checkbox"/> Open or <input type="checkbox"/> Closed	
		<input type="checkbox"/> Open or <input type="checkbox"/> Closed	
		<input type="checkbox"/> Open or <input type="checkbox"/> Closed	

**Part 4 – Tenant Complaint**

I/We believe that the following violation(s) of the Rental Housing Act of 1985, as amended, (the Act) at D.C. OFFICIAL CODE §§ 42-3501.01 et seq. (Supp. 2008) has/have occurred (check below):

**Rent Increase**

- A. The building where my/our Rental Unit(s) is/are located is not properly registered with the RAD.
- B. The rent increase was larger than the increase allowed by any applicable provision of the Act.
- C. There was no proper 30-day notice of rent increase within 30 days of the effective date of the increase.
- D. The Housing Provider did not file the correct rent increase forms with the RAD.
- E. (See  N.)
- F. The rent was increased while my/our Rental Units was/were not in substantial compliance with the D.C. Housing Regulations.
- G. The rent ceiling exceeds the legally-calculated rent for my/our units.
- H. The rent charged is in excess of the rent ceiling for my Rental Unit.

## Part 4 – Tenant Complaint (continued)

### **Services and Facilities**

- I. Services and/or facilities provided as part of my/our rent have been permanently eliminated.
- J. Services and/or facilities provided as part of my/our rent have been substantially reduced.
- K. Services and/or facilities, as set forth in the Voluntary Agreement filed with and approved by the Rent Administrator have not been provided as specified.

### **Retaliation/Notice to Vacate**

- L. The Housing Provider, property manager, or other agent of the Housing provider has taken retaliatory action against me/us in violation of D.C. OFFICIAL CODE § 42-3505.02 (Supp. 2008).
- M. A Notice to Vacate has been served on me/us, which violates D.C. OFFICIAL CODE § 42-3505.01(Supp. 2008).

### **Security Deposit**

- N. A security deposit was demanded of me/us by the Housing Provider, property manager, or other agent of the Housing Provider after the date when I/we moved in. No security deposit was demanded before I/we moved in by the Housing Provider, property manager, or other agent of the Housing Provider.
- O. The Housing Provider, property manager, or other agent of the Housing Provider has improperly withheld my security deposit after the date when I/we moved out.
- P. The Housing Provider, property manager, or other agent of the Housing provider failed to return the interest on my security deposit after the date when I/we moved out.

### **Establishment or Operation of a Tenant Organization**

- Q. The owner interfered with (1) distribution of literature in common areas, including lobby areas, (2) placing of literature at or under tenants' doors, (3) posting of information on all building bulletin boards, (4) assistance to tenants to participate in tenant organization activities, (5) convening of tenant or tenant organization meetings, (6) formulation of responses to owner actions, (7) that the owner or management company modify services and facilities, and/or (8) any other activity reasonably related to the establishment or operation of a tenant organization, in violation of the provisions of D.C. OFFICIAL CODE §§ 42-3505.06(d)(1)-(8) (Supp. 2008).

## Part 5 - Complaint Details

Use this space to describe in detail the events, dates, experiences, and observations that cause(d) you to file this Tenant Petition/Complaint.

THIS SECTION MUST BE COMPLETED IN ORDER TO FILE THIS TENANT PETITION/COMPLAINT.

ATTACH ADDITIONAL PAGES, IF NEEDED.

**Part 5 - Complaint Details (continued)**

**Part 6 – Certification**

I/we understand that:

- It is my/our responsibility to report any substantive changes in the information provided here, while this Complaint is pending.
- Any Tenant Petition/Complaint filed with the RAD must result from a true and valid impression that a violation of the Act or the Security Deposit Act has occurred.
- A Tenant Petition/Complaint must contain a description or explanation of the alleged violation of the Act.
- Any person who willfully makes a false statement in any document filed under the Act shall be subject to a fine of not more than \$5,000 for each violation.

I/We hereby certify that the information that I/we will give on this form, according to the best of my knowledge and belief, is correct.

Signature of Tenant/Tenant Representative (check box that applies) <input type="checkbox"/> President <input type="checkbox"/> Officer <input type="checkbox"/> Agent <input type="checkbox"/> Other	Date
Signature of Tenant Association (check box that applies) <input type="checkbox"/> President <input type="checkbox"/> Officer <input type="checkbox"/> Agent <input type="checkbox"/> Other	Date