



Department of Housing and Community Development
Rental Accommodations Division (RAD)
RentRegistry Frequent Questions/Issues

Questions or Concerns

Users may contact RAD at: raddatabase.inquiries@dc.gov

RentRegistry information, training video links, and user manuals are available at

dhcd.dc.gov/page/rentregistry-rent-control-database

Airbnb / Vacation Rentals

- For short-term or vacation rentals only, an owner is not required to register on the RentRegistry
- If an owner is engaged in rental housing activity, then the owner must register the rental accommodation
- If you do not intend to rent to tenants, check with the Department of Licensing and Consumer Protection ((202) 671-4500 or dlcp.dc.gov) to ensure compliance with a short-term or vacation rental license requirements

Documents and Information Needed for Registration

Before beginning a registration transaction, gather and have the following documents available:

Basic Business License
Certificate of Occupancy (if applicable)
Copy of the owner's recorded deed
Owner, property manager, registered agent information
Appliance, services and facilities, and utilities information
Tenant name(s)
Current monthly rent and the monthly rent for the past 2 years
Rent Surcharges (if applicable)
Rate of Return (if applicable) and worksheet
If claiming an exemption, supporting documentation

Understanding Exemptions from Rent Stabilization

- Legal presumption under the Rental Housing Act of 1985 that unless/until a registration is filed and accepted, a rental accommodation is rent-stabilized (commonly called rent control)
- Owner provides documentation supporting an exemption claim
- Statutory exemption categories:
 - Government-Subsidized: the rental accommodation is owned by the Federal or District Government or the rents or mortgage are government-subsidized

- New Construction: rental accommodations constructed after 12/31/1975 or a newly-created rental unit and covered by a certificate of occupancy for housing use issued after 01/01/1980
 - Small Landlord Exemption: the owner owns or has an interest in 4 or fewer rental units in the District *and* holds title to the rental accommodation in their individual/natural name
 - Note: a trustee of revocable or irrevocable trust owning a rental accommodation is ineligible to claim a small landlord exemption
 - Continuously Vacant: a rental accommodation continuously vacant and not under any lease agreement at the time the Rental Housing Act was enacted and the exemption runs with the land
 - Cooperative Association: a rental unit in a cooperative if the proprietary lease or occupancy agreement is owned by shareholders who own or have an interest in 4 or fewer rental units in the District.
 - DHCD Building Improvement Plan: a defunct program with a few remaining participant properties
- Excluded Units: rental units are *excluded* from rent control: (1) rental units operated by foreign governments as diplomatic residences; (2) rental units operated by nursing homes, convalescent homes, or personal care homes; (3) dormitories; and (4) after receiving an administrative order from the rent administrator, a nonprofit organization operating rental units for income-qualified households using a rental unit for long-term temporary housing
 - If an owner cannot claim an exemption, then the rental accommodation is rent-controlled
 - No exemption numbers are issued; a registration shows the exemption status and type

Housing Code Conditions

- Housing code violation information from the Department of Buildings (DOB) is downloaded daily to the RentRegistry
- Outstanding housing code violations are reported on a registration
- DOB data are read-only and any questions or disputes about a reported violation must be resolved with DOB's Civil Infractions Office

Contact Addresses

- Users cannot use a post office box for owner, property manager, or registered agent contact information
- For owners with foreign addresses (DPO, APO), contact RAD—we must enter the address manually
- Post office store addresses (e.g., Mailboxes, Etc., UPS) are not accepted

Registration Filing Status

- The property tile on the Owner's Dashboard shows the status of a registration filing
 - Orange: the filing is defective/correctable and the filing (editable)
 - Blue: the user completed the filing by clicking "Submit" at the final page; the filing moves to an RAD queue for review and processing (uneditable)
 - Green: RAD reviewed the registration and accepted it for filing (uneditable)

- When a registration is accepted for filing, the system generates a registration which is emailed to the primary account holder with a reminder to serve tenants with a copy of the registration
- Registrations do not expire but must be amended if the basic business license number or certificate of occupancy changes, or the owner's, property manager's, or registered agent's contact information changes
 - For updates, the RentRegistry will generate an amendment to the registration

Rate of Return

- If a rental accommodation is subject to rent control, the owner must calculate and provide a rate of return and upload a worksheet showing how the rate of return was derived

Registration Fee

- The Rental Housing Act of 1985 requires an annual registration fee of \$30 per rental unit
- The fee is collected by the Department of Licensing and Consumer Protection at the time an applicant acquires or renews a basic business license
- Because licenses are for a 2 year term, the agency collects \$60 per rental unit
- Enter \$60 in the registration fee box and the system will calculate the total fee based on the number of rental units
- A user will not owe registration fees at the time of registration

Primary User Accounts

- RentRegistry is designed so that the owner is the primary account holder
- The owner opens a RentRegistry account and then uses the Manage Team feature to add subaccount users (called Team Members)
- Owner retains control of their account and can add/remove team members as needed
- Each team member must have an email address unique to an owner's account; an identical team member email address cannot be used across multiple owner accounts

RAD Review Times

- RAD is a small office with 5 reviewers who also handle emails, walk-in visitors, and phone calls with 3,900+ pending registrations under review—please be patient with us as we work through our caseload