

## **3902 PROCEDURES UPON FILING PETITION**

3902.1 Upon receipt of a petition or initiation of another proceeding, the Rent Administrator shall assign a case number to it, using the following prefixes:

|     | <u>DOCUMENT</u>  | <u>PREFIX</u> |
|-----|--|---------------|
| (a) | Tenant Petitions   | TP            |
| (b) | Hardship Petitions                                       | HP            |
| (c) | Capital Improvement Petitions                            | CI            |
| (d) | Substantial Rehabilitation Petitions                     | SR            |
| (e) | Petitions for Changes in Related Services and Facilities | SF            |
| (f) | Voluntary Agreements                                     | VA            |
| (g) | Show Cause Orders  | SC            |
| (h) | Non-compliance Notices                                   | NCN           |
| (i) | Notices to Vacate  | NV            |
| (j) | Charitable Exclusions                                    | CE            |
| (k) | Elderly or Disability Status                             | ED            |

3902.2 The Rent Administrator shall enter the date of receipt of each petition in a docket, which shall list the petition number and the address of the affected housing accommodation or rental unit.

3902.3 In the case of a petition filed by a housing provider, the housing provider shall provide copies of the petition and postage-paid envelopes for the notification of tenants in accordance with the rules of the Office of Administrative Hearings, 1 DCMR § 2923, as well as any additional copies or envelopes that the Rent Administrator may request in the case of a hardship petition or voluntary agreement.

SOURCE: Notice of Final Rulemaking published at 33 DCR 1336, 1352-53 (March 7, 1986); as amended by Final Rulemaking published at 68 DCR 012634 (December 3, 2021).