

4103 CHANGES TO REGISTRATION/CLAIM OF EXEMPTION FORMS

- 4103.1 A housing provider of a rental unit or units covered by the Act shall file an amendment to the Registration/Claim of Exemption Form, on a form provided by the Rent Administrator, in the following circumstances:
- (a) Within thirty (30) days after any change in the managing agent of a registered housing accommodation;
 - (b) Within thirty (30) days after any change in any contact information required by § 4102.6; or
 - (c) For rental units covered by the Rent Stabilization Program, within thirty (30) days after approval of a change in the previously registered related services or facilities of a rental unit pursuant to § 211 of the Act and § 4211 of this title.
- 4103.2 A housing provider of a rental unit or units covered by the Act shall file a new Registration/Claim of Exemption Form in the following circumstances:
- (a) Within thirty (30) days after any change in the ownership of a registered housing accommodation; or
 - (b) Within thirty (30) days after any change that causes a housing accommodation to no longer be exempt from the Rent Stabilization Program; except in the case of tenant-specific subsidy exemptions claimed in accordance with § 4106.11.
- 4103.3 A housing provider who files an amendment to a Registration/Claim of Exemption Form as required by § 4103.1 shall, within fifteen (15) days of the return of a date-stamped copy of the form from the Rental Accommodations Division, provide a true copy of the form to all tenants in accordance with § 4101.6(a) or (b), except if the form is being filed pursuant to § 4106.11 to claim a tenant-specific subsidy exemption, in which case the form shall be served upon the tenant of the affected rental unit in accordance with § 4200.16(a), (b), or (c).
- 4103.4 A housing provider who fails to file an amendment to or a new Registration/Claim of Exemption Form within the time required by § 4103.1 or .3 or to provide notice to tenants in accordance with § 4101.6 shall be deemed to have failed to register the rental unit or housing accommodation starting on the date on which the change in circumstances required housing provider to file the required form. If the housing provider files an amendment or new registration after the required time, the housing accommodation shall not be deemed properly registered until the date on that the required form is accepted for filing by the

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Rent Administrator; provided, that the housing provider also timely complies with the notice requirements of § 4101.6.

SOURCE: Notice of Final Rulemaking published at 33 DCR 1336, 1376 (March 7, 1986); as amended by Final Rulemaking published at 68 DCR 012634 (December 3, 2021); as amended by Final Rulemaking published at 70 DCR 001710 (February 3, 2023).