



Tenancy Addendum for Washington, DC

(Required for use with Form #1313 where any Tenancy exists)

The Contract of Sale dated _____, Address _____
 City _____, State _____ Zip _____ Lot: _____
 Block/Square: _____ Unit: _____ Section: _____ Tax ID # _____
 Parking Space(s) # _____ Storage Unit(s) # _____ Subdivision/Project: _____
 _____ between Seller _____
 and Buyer _____ is hereby
 amended by the incorporation of this Addendum, which shall supersede any provisions to the contrary in the Contract.

1. **TENANCY:** District of Columbia Code broadly defines a tenant as “a tenant, subtenant, lessee, sublessee, or other person entitled to the possession, occupancy, or the benefits of any rental unit owned by another person.” As provided in GCAAR Form #1313, Washington DC Jurisdictional Disclosure and Addendum, the property is/was at the time the Seller decided to sell the Property subject to existing tenancy (ies) and/or lease(s) as follows:

Tenant Name(s)	Unit#	Current Rent	Copy of Lease Attached	
a. _____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. _____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. _____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. _____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Without the prior written consent of Buyer, Seller shall not modify the terms of or terminate such tenancy(ies), except for non-payment of rent. In addition, the Seller will not enter into any new leases or tenancies with respect to the Property.

2. **OCCUPANCY:** The Buyer ☐ **DOES** or ☐ **DOES NOT (choose one)** intend to occupy the Property for his/her personal use.

3. **TENANT OPPORTUNITY TO PURCHASE:**

Pursuant to Title IV of D.C. Law 3-86, “RENTAL HOUSING CONVERSION AND SALE ACT OF 1980” (hereinafter referred to as “TOPA”) a Tenant is afforded an opportunity to purchase plus a 15 day right of first refusal for said Property. TOPA requires Seller to provide Tenants right to purchase Notices on the same day to all Tenant(s) and the Mayor c/o the District of Columbia Department of Housing and Community Development (DHCD).

A. Required Notices (“TOPA Notice(s)”) proof of mailings will be required:

In accordance with the provisions of TOPA and on the forms provided by DHCD, Seller (choose one):

☐ **HAS** provided on _____ to Tenant(s) and the Mayor a written Offer of Sale and Tenant
 Date

Opportunity to Purchase **Without** A Third Party Contract (Form B), a copy of which is attached hereto. Seller represents and agrees that within 2 days after ratification of this Contract, Seller will send to the Tenant(s), by first-class mail to the Tenant(s) and send by first-class mail to Tenant(s) and the Mayor the 15 day Right of First Refusal Notice (Form C) together with a copy of this Contract.

OR

☐ **HAS NOT** provided to Tenant(s) and the Mayor a written Offer of Sale and Tenant Opportunity to Purchase **Without** A Third Party Contract (Form B). Seller represents and agrees that, within 2 days after ratification of this Contract, Seller will hand-deliver to Tenant(s) and send by certified mail to the Tenant(s) and the Mayor the Offer of Sale and Tenant Opportunity to Purchase **With** A Third Party Contract, which Notice also contains 15 day right of first refusal (Form A).

B. TOPA Compliance and Buyer Right to Void Contract.

To ensure Buyer's ability to procure an owner's title insurance policy without exception to TOPA, **Seller agrees to contact Settlement Agent within 3 Business Days of Ratification** to determine that Seller is either in compliance with both TOPA Notice requirements and title insurance underwriting requirements pertaining to TOPA or to establish the necessary steps to be in compliance with such requirements (either of which shall constitute "TOPA Compliance").

Accomplishing TOPA Compliance requires Delivery to the Settlement Agent of specific documentation satisfactory to the title insurance underwriter, including, but not limited to the following:

1. Copies of required TOPA Notices and evidence of their Delivery in compliance with DC Code §42-3404 et seq. ,; and
2. Collectively completed and executed TOPA Affidavits and/or Assignments executed by all Tenants (as required by the title insurer), evidencing that all Tenants have elected to not exercise their right to purchase and their right of first refusal, and have not assigned said rights, or that they have assigned their TOPA rights to Seller or Buyer for consideration.

In the event that Seller has not accomplished TOPA Compliance, by _____ days following the Date of Ratification ("Deadline"), Buyer may, at any time thereafter, but prior to Seller accomplishing TOPA Compliance, deliver Notice to Seller declaring this contract void. If Buyer Delivers such Notice, this Contract will become void at 6:00 p.m. on the third day following Delivery of Buyer's Notice, unless prior to that date and time Seller has accomplished TOPA Compliance.

C. General Provisions:

Seller shall keep Buyer and Agents apprised of all negotiations, correspondence, Contracts and other developments with respect to negotiations with Tenant(s). All actions required hereunder to be taken by Seller shall be taken in accordance with District of Columbia law and regulations.

4. SETTLEMENT: Buyer and Seller acknowledge that Seller must accomplish TOPA Compliance prior to the Settlement Date. If Settlement does not occur on the Settlement Date due to Seller not having accomplished TOPA Compliance, and Seller is not in Default, then the Settlement Date shall automatically be extended to the date which is the third Business Day following the date Seller accomplishes TOPA Compliance, unless otherwise agreed by Buyer and Seller. Buyer and Seller further agree that Buyer's obligation to complete Settlement ☐ **IS** or ☐ **IS NOT (choose one)** contingent upon Seller delivering the Property vacant and free of tenancies at Settlement.

5. BUYER ACKNOWLEDGEMENT: Buyer acknowledges that as an owner of rental property in the District of Columbia there are a number of legal issues/requirements they, as an owner should be aware of, including but not limited to: rental registration requirements, landlord/tenant rights and obligations, business license requirements, rent control, tenant opportunity to purchase and right of first refusal, the District's opportunity to purchase (5 or more units), and the eviction process. Buyer is advised to consult the District of Columbia and/or obtain legal counsel regarding such matters.

Seller Date

Buyer Date

Seller Date

Buyer Date

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