



District of Columbia Department of Housing and Community Development

Housing Regulation Administration – Rental Conversion and Sale Division

1800 Martin Luther King, Jr. Avenue, S.E.

Washington, DC 20020

Telephone (202) 442-4407 | www.dhcd.dc.gov

**INSTRUCTIONS FOR PREPARING AND ISSUING
A RIGHT OF FIRST REFUSAL FOR A SINGLE RENTED FAMILY HOUSE, SINGLE
RENTED CONDOMINIUM UNIT OR SINGLE RENTED COOPERATIVE UNIT**

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

These instructions apply to a Right of First Refusal (Form C) for the sale of a single rented family house, single rented residential condominium unit or single rented residential cooperative unit. This Right of First Refusal (Form C) notifies tenants **after** the owner has accepted (ratified) a third party sale contract on the housing accommodation. **This Right of First Refusal (Form C) is used only when the owner has issued an Offer of Sale Without a Third Party Sale Contract (Form B).** The tenants have fifteen (15) days to match the ratified third party sale contract. The right of first refusal period commences **after** the end of the negotiation period.

INSTRUCTIONS FOR ISSUING THE RIGHT OF FIRST REFUSAL (FORM C)

1. Do not delete or alter any part of the Right of First Refusal (Form C).
2. Fill in the date, the name of each tenant, the housing accommodation address, the Offer of Sale (Form B) date, and the address and telephone number of the owner or owner's agent.
3. The owner or the owner's agent must sign his/her full name on the Right of First Refusal (Form C). For the purposes of legibility, a printed or typed name must also be placed on the appropriate line. An individual **name**, not a business name, must be on this line. The name of the business may be placed in the address area.
4. Send the Right of First Refusal (Form C) and a copy of the third party sale contract to each tenant by first class mail. **(Faxing or emailing the Right of First Refusal (Form C) is NOT proper delivery.)**
5. Send a copy of the Right of First Refusal (Form C) and a copy of the third party sale contract to the Rental Conversion and Sale Division. The Rental Conversion and Sale Division's address and telephone numbers are listed below and on the Right of First Refusal (Form C).

District of Columbia Department of Housing and Community Development

Rental Conversion and Sale Division

1800 Martin Luther King, Jr. Avenue, S.E.

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FORM C

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE

RIGHT OF FIRST REFUSAL FOR A SINGLE RENTED FAMILY HOUSE, SINGLE RENTED
CONDOMINIUM UNIT OR SINGLE RENTED COOPERATIVE UNIT

(Check one)

	Single Family House
	Condominium Unit Number _____
	Cooperative Unit Number _____

Date: _____

Dear _____:

Pursuant to Section 408 of the Rental Housing Conversion and Sale Act of 1980 (D.C. Law 3-86, § 42-3401.01 et. seq. (2001)), as amended (the "Act"), the owner has enclosed a copy of the third party sale contract, dated _____, which the owner accepted (ratified) for the sale of the housing accommodation in which you reside at _____, Washington, D.C. _____.

In accordance with the Act, in addition to the statutory time periods of which you were notified in the owner's Offer of Sale Without a Third Party Sale Contract for a Single Family House, Single Rented Condominium Unit or Single Rented Cooperative Unit, dated _____, you have fifteen (15) days to match the **enclosed** third party sale contract. The fifteen (15) day time period starts at the end of the statutory sixty (60) day negotiation time period. If you did not send the owner and the Rental Conversion and Sale Division a written acceptance statement accepting the owner's offer to sell the housing accommodation or if the statutory sixty (60) days negotiation time period has expired, you will have fifteen (15) days from receipt of this Right of First Refusal to match the third party sale contract.

If you match the ratified third party sale contract and you sign a sale contract with the owner, you will have a minimum of sixty (60) days to obtain financing or financial assistance and go to settlement for the purchase of this housing accommodation. However, if a lending institution or agency estimates that a decision regarding financing or financial assistance will be made within ninety (90) days after the date of contracting, the owner will provide you with an extension of time consistent with the written estimate.

If you would like information concerning technical and financial assistance, you may contact Housing Counseling Services on (202) 667-7006, Latino Economic Development Corporation on (202) 540-7417, the Rental Conversion and Sale Division on (202) 442-4407, or the D.C. Office of the Tenant Advocate on (202) 719-6560.

If you have any questions regarding this matter, please contact _____
(insert name) on telephone number (____) _____.

FORM C

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE

THIS RIGHT OF FIRST REFUSAL IS NOT A NOTICE TO VACATE.

Sincerely (either Owner or Owner's Agent may sign),

Owner's SIGNATURE

Owner's PRINTED Name

Owner's Address, City, State and Zip Code

Owner's Agent's SIGNATURE

Owner's Agent's PRINTED Name

Owner's Agents Address, City, State and Zip Code

cc: 1 copy of Right of First Refusal and a copy of the third party ratified sale contract to:
District of Columbia Department of Housing and Community Development
Rental Conversion and Sale Division
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020
Telephone (202) 442-4407

(Revised 04/02/2015)