

## The building you live in is for sale

### THIS ISN'T A NOTICE TO VACATE

#### Why you're getting this

The building where you live is for sale. DC law requires the owner(s) to tell you and others who live there (tenants) when this happens.

#### What this means for you

This doesn't mean you have to move out. The Tenant Opportunity to Purchase Act (TOPA) gives you and other tenants the first chance to buy your building when the owner decides to sell. You also can assign your right to buy the building to another person or organization. The District Opportunity to Purchase Act (DOPA) gives the District a chance to buy the building if tenants don't want to. These laws help keep housing affordable in DC.

You can learn more about TOPA, DOPA and your rights at [dhcd.dc.gov/TOPA](http://dhcd.dc.gov/TOPA)

#### What you need to do

1. Read the details about the building on the following pages. The building owner filled in this information. It can help you decide if you want to work with other tenants to try to buy the building. You're strongly advised to get legal advice before signing any paperwork.
2. Contact one of the community groups below to learn more about your TOPA rights. They can help:
  - Explain the options you have for buying or staying in your building
  - Show you how to set up a tenant group
  - Get legal advice
  - Prepare paperwork

#### Housing Counseling Services

2410 17th Street NW, Suite 100  
Washington, DC 20009  
(202) 667-7006  
[housingetc.org](http://housingetc.org)

#### Latino Economic Development Corporation

1401 Columbia Road NW, Unit C-1  
Washington, DC 20009  
(202) 540-7400  
[ledcmetro.org](http://ledcmetro.org)

#### CARECEN

1460 Columbia Rd NW #C1  
Washington, DC 20009  
(202) 328-9799  
[carecenc.org](http://carecenc.org)

3. Learn more about the DC Affordable Housing Preservation Fund. The fund offers short-term financing to buy multi-family properties where half of the tenants have low- to moderate-income.

#### For more information about the fund:



Visit: [dhcd.dc.gov/affordable-housing-preservation-fund](http://dhcd.dc.gov/affordable-housing-preservation-fund)



Email: [preservation.dhcd@dc.gov](mailto:preservation.dhcd@dc.gov)

4. If you're interested in exercising any of your TOPA rights, **don't delay**:
  - If you already have a tenant group, you must respond to the building owner within **30 days**.
  - If you don't have a tenant group, you have **45 days** to respond to the building owner. During that time, you must get at least 51% of the tenants in your building to agree to form a group to exercise your TOPA rights.



# Form A – Offer of Sale Notice

To be filled in by the building owner or their agent.

## PART 1: ABOUT THE BUILDING

Who is filling out this form?  Owner  Agent

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The reason for sale:

- Owner no longer wants to own it
- It's going to be torn down for new building/development
- It's going to be used for something other than housing
- Other \_\_\_\_\_

### Building(s) for sale

Street address	Zip	Ward	Square	Lot

*\* For multiple buildings on the same street, include both building names or numbers in the same row. For example, **Address:** 1428 & 1432R Street Northwest, 20009; **Square:** 0208 **Lot(s):** 0124 & 0125*

### Affordable units and occupancy

Existing subsidies					
Number of rental units					
Number of vacant units					
UNIT SIZE	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom***
Total number of each					
Average rent					
60% MFI* FOR HPTF** FY21 INCOME LIMITS	\$1,350	\$1,550	\$1,740	\$2,130	\$2,130
Total number at 60% MFI					

*\* MFI means the median family income for the Washington DC metro area as defined by the Department of Housing and Urban Development (HUD).*

*\*\*Rent amounts listed above reflect DHCD's 2021 Housing Production Trust Fund (HPTF) Household Income Limits table.*

*\*\*\*Include an attachment for units larger than 4 bedrooms*

**Utilities**

Do you pay for utilities within the rental units?  Yes  No If yes, fill in the table below.

Unit size	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Average electricity cost					
Average gas cost					
Average water cost					
Average sewer cost					
Other					

Does the property owner bill tenants for any utilities separately from their rent?  Yes  No

If yes, check the utilities tenants are billed for:

Electricity  Gas  Water  Sewer  Other

**PART 2: ABOUT THE SALE OF THE BUILDING**

Asking price \$ \_\_\_\_\_

Is there a ratified third-party sale contract? (This is when someone offers to buy the building and signs a contract with the owner, but the sale hasn't gone through yet.)  Yes  No

If yes, who is the buyer?

Name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are there material terms of the sale? (Material terms are any agreements between the buyer and seller about the sale. For example, a buyer may ask for repairs or a certain date to take ownership.)  Yes  No

If yes, what are the material terms? (List or attach a description.)

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## PART 3: OWNER OR AGENT SIGNATURE AND AGREEMENT

By signing this I understand that I'm reporting to the Mayor of the District of Columbia that:

1. I agree that the information I gave in this form is truthful and accurate to the best of my knowledge. I understand that giving false information is against the law. I agree to provide more information when or if it's needed.

2. I agree to  hand-deliver or  deliver by certified mail copies of the following to the DHCD Rental Conversion and Sale Division:

- a. The offer of sale
- b. The ratified third-party contract (if there is one)
- c. A list of tenants (Exhibit A of this form)

3. I agree to give each tenant listed in Exhibit A a copy of the offer of sale on the date I submit it to DHCD.

I provided tenants with a copy of this offer of sale on \_\_\_\_\_ (mm/dd/yy).

4. When I submit this form to DHCD, I agree to post copies of this offer of sale notice around the building in places where the tenants can't miss seeing them.

5. If requested, I'm legally required to provide copies of any of the documents below to tenants within 7 days. I understand that for each day I delay, tenants get an additional day added to their negotiation period.

- a. The third party contract
- b. Floor plan
- c. Itemized monthly operating expenses
- d. Utility consumption rates
- e. Capital expenditures (preceding 2 calendar years)
- f. Current rent roll list of tenants
- g. List of vacant apartments

Name (print) \_\_\_\_\_

Owner  Agent

Signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

### TO LEARN MORE:



**Visit:**

DHCD  
Rental Conversion and Sale Division  
1800 Martin Luther King, Jr. Ave. SE  
Washington, DC 20020



**Call:** (202) 442-4407



DHCD treats everyone the same. We don't look at race, ethnicity, religion or where you were born. We don't treat you differently based on your family status, sex, sexual or gender identity or expression. Where you live, what you do for work, your education or your political beliefs don't affect how we treat you. This is also true for victims of threats or crimes by someone you're related to by blood, adoption, custody or marriage, or someone you live with or share a child with. We don't allow harassment or discrimination of any kind based on these differences. We will discipline violators.



# Form A - Offer of Sale Notice

## EXHIBIT A: ABOUT THE TENANTS

Name of person filling out this form \_\_\_\_\_  Owner  Agent

Phone \_\_\_\_\_ Email \_\_\_\_\_

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### NAME(S) ON LEASE

### RENTAL UNIT

NAME(S) ON LEASE	RENTAL UNIT