

SAMPLE REQUEST FOR TENANT ELECTION TO CONVERT

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

Under D.C. Law 3-86, the Rental Housing Conversion and Sale Act of 1980, as amended, I am requesting an election by the tenants to convert the housing accommodation located at \_\_\_\_\_, Washington, D.C. \_\_\_\_\_ to a \_\_\_\_\_. As tenants, you have 30 calendar days (including Saturday, Sunday and holidays) from the receipt of this letter to organize a tenants organization and to schedule an election. The election must be held within 60 calendar days from the receipt of this letter.

If no election is scheduled by the 30th day from receipt of this letter, an individual tenant has 15 days following that 30 day period to schedule an election.

To schedule an election, the tenant organization, or an individual tenant, must contact the Condominium and Cooperative Conversion and Sales Branch, 941 North Capitol Street, N.E., Room 7100, Washington, D.C. 20002.

In order for the building to convert, more than 50% of the qualified heads of household of the occupied units must vote in favor of the conversion. If less than fifty percent 50% vote in favor of the conversion, the property cannot be converted.

The law provides that a low-income elderly tenant, 62 years or older, or a low-income disabled tenant has the right to remain in his or her unit and continue to rent after the election. The result of the conversion election does not affect this right. Such an elderly or disabled tenant may not be evicted or sent notice to vacate unless the tenant violates a term of the lease, fails to pay rent or commits an illegal act within the apartment.

Because of the right to remain, the law provides that elderly tenants 62 years or older or disabled tenants with income below the qualifying income cannot vote in the tenant election. The maximum income levels to qualify for this benefit are:

\$54,200 for a one-person household	\$85,816 for a five person household
\$63,233 for a two-person household	\$90,333 for a six person household
\$72,266 for a three-person household	\$94,850 for a seven person household
\$81,300 for a four-person household	\$99,366 for more than seven persons

Note: these income limits change annually.

An elderly or disabled tenant with qualifying income may participate in the tenant election if he or she gives a written waiver of the right to remain in his or her apartment after the election. **NOTE: IF YOU WAIVE YOUR RIGHT TO REMAIN AND YOU DO NOT PURCHASE THE APARTMENT, YOU MAY BE SUBJECT TO EVICTION OR SERVED WITH A NOTICE TO VACATE.**

\_\_\_\_\_  
Date \_\_\_\_\_  
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If no election is held as outlined above, the owner may convert the property without further notice to the tenants.

As a tenant, you have the right to be given the summary of your various rights and obligations, a list of voter qualifications and disqualifications, and sources of technical assistance. Since this information is included in Sections 4700-4710 of the Rules for Administering the Conversion and Sale of Rental Housing, we have enclosed a copy for your use. For technical assistance, you are strongly advised to contact the Condominium and Cooperative Conversion and Sales Branch, 941 North Capitol Street, N.E., Room 7100, Washington, D.C. 20002, (202) 442-4477.

Sincerely,

\_\_\_\_\_  
(Owner)