

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
CIVIL ACTIONS BRANCH**

500 Indiana Avenue, N.W., Room 5000, Washington, DC 20001 Telephone (202) 879-1133 www.dccourts.gov

**Case No. CA** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)/Tenant(s)

vs.

\_\_\_\_\_  
Defendant(s)/Landlord(s)

\_\_\_\_\_  
Address (No post office boxes)

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number (if known)

**VERIFIED COMPLAINT TO ENFORCE HOUSING CODE REGULATIONS**

**DISTRICT OF COLUMBIA, ss:**

- I, (name, address, and phone #) \_\_\_\_\_, swear or affirm, under penalties of perjury, that I have knowledge of the facts set forth in this Complaint and that I am:  Tenant or  an attorney authorized to make this verification or  a person who has a right to demand that the Defendant/Landlord complete repairs to the rental unit because \_\_\_\_\_.
- Upon information and belief, the Defendant/Landlord is responsible for maintaining the rental unit at (address) \_\_\_\_\_ in compliance with the Housing Code Regulations.
- I verify that the rental unit **currently contains** housing code violations including, but not limited to those listed in the Housing Code Violations Addendum **attached to the Complaint**.
- I believe the Defendant/Landlord is aware, or should be aware, of the violations listed in the Housing Code Violation Addendum for one or more of the following reasons (check all that apply):
  - I spoke directly with the Defendant/Landlord or his/her representative: (name of person, if known) \_\_\_\_\_.
  - I sent a letter to or left a note for the Defendant/Landlord, or his/her representative, at: (last known address) \_\_\_\_\_.
  - I left, or attempted to leave, a voicemail with the Defendant/Landlord at: (phone number) \_\_\_\_\_.
  - I sent an email to the Defendant/Landlord at: (email address) \_\_\_\_\_.
  - The Defendant/Landlord or his/her agent has personally observed the conditions or otherwise knew about the listed violations because: (explain) \_\_\_\_\_.
  - Other: (explain) \_\_\_\_\_.
- Optional:** The Defendant/Landlord may:
  - Enter my rental unit on any date between 9:00 a.m. and 5:00 p.m., Mon. – Fri., for the purpose of inspection and repairs.
  - Contact me at (phone #) \_\_\_\_\_ to arrange a time and date to enter my rental unit for inspection and repairs.

Therefore, Plaintiff/Tenant asks the Court for an order to repair all of the housing code violations in the unit within a time to be determined by the Court.

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney Date

\_\_\_\_\_  
Notary Public/Deputy Clerk My Commission expires

**Important Note to Parties:** Court of Appeals Rule 49 and Superior Court Rule of Civil Procedure 101 prohibit the unauthorized practice of law. Any person who is not a lawyer in good standing in the District of Columbia should be aware that he or she could be engaging in the unauthorized practice of law if he or she acts on behalf of another for any purpose other than to request a continuance.

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney Unified Bar No.

\_\_\_\_\_  
Address Zip Code

\_\_\_\_\_  
Phone No. Email Address (required only for attorneys)

CLERK OF THE COURT



# **NOTICE TO DEFENDANTS**

Please note that you should have received with this Complaint an additional form entitled “**Summons to Appear in Court and Notice of Hearing.**” If you did not receive the Summons, *immediately* call the Civil Action Branch Clerk’s Office at 202-879-1133 to learn what date you are required to appear in Court to respond to this Complaint.

## **AVISO A LOS DEMANDADOS**

Sírvanse tomar nota, que junto con la Demanda, deben haber recibido un formulario adicional, titulado “**Citatorio para Comparecer en el Juzgado y Aviso de Audiencia**”. Si no recibió el Citatorio, llame *inmediatamente* a la Secretaría de Actas de Demandas Civiles, al 202-879-1133 para enterarse de la fecha en que tiene que comparecer ante el Juzgado para contestar esta Demanda.

**HOUSING CODE VIOLATION ADDENDUM**

The Tenant/Plaintiff **must complete** this form and attach it to the Complaint. Please be as **accurate and specific** as possible when identifying the **location (room or common areas) and/or nature** of the problems with the rental unit.

**Heating, Lighting, Ventilation 14 D.C.M.R. § 500 et seq.**

- Inadequate heating (*location*) \_\_\_\_\_
- Lack of windows (*location*) \_\_\_\_\_
- Inadequate ventilation (*location*) \_\_\_\_\_
- Inadequate air conditioning (*location*) \_\_\_\_\_

**Plumbing, Utilities 14 D.C.M.R. § 600 et seq.**

- Plumbing (leaks from inside the unit) (*location*) \_\_\_\_\_
- Plumbing (leaks from outside the unit) (*location*) \_\_\_\_\_
- Lack of waterproof floor in the bathroom
- Broken or stopped toilet (*location*) \_\_\_\_\_
- Broken or not functioning shower/bath tub
- Broken or not functioning sinks (*location*) \_\_\_\_\_
- Inadequate or broken electrical outlets (*location*) \_\_\_\_\_
- Inadequate hot water (*location*) \_\_\_\_\_

**Construction, Maintenance, Repairs 14 D.C.M.R. § 700 et seq.**

- Walkway in disrepair (*explain*) \_\_\_\_\_
- Roof/chimney requires repair (*explain*) \_\_\_\_\_
- Gutters/drainage clogged, leaking or missing
- Cracks or holes exterior walls (*location*) \_\_\_\_\_
- Cracks or holes interior walls (*location*) \_\_\_\_\_
- Peeling paint (*location*) \_\_\_\_\_
- Mold or mildew (*location*) \_\_\_\_\_
- Broken, uneven or unrepaired floors (*location*) \_\_\_\_\_
- Cracks, holes or sagging ceilings (*location*) \_\_\_\_\_
- Broken stairways/steps/porches (*location*) \_\_\_\_\_
- Broken or not functioning windows (common areas) (*location*) \_\_\_\_\_
- Broken or not functioning windows (*location*) \_\_\_\_\_
- Broken doors or locks (exterior) (*location*) \_\_\_\_\_
- Broken doors or locks (interior) (*location*) \_\_\_\_\_
- Broken or not functioning kitchen appliances (stove/oven, refrigerator/freezer) (*explain*) \_\_\_\_\_
- Broken kitchen cabinets (*explain*) \_\_\_\_\_

**Cleanliness, Sanitation and Safety 14 D.C.M.R. § 800 et seq.**

- Dirt/dust/filth/garbage in common areas or for which the landlord is responsible
- Inadequate garbage storage facilities
- Rodents/mice (*explain*) \_\_\_\_\_
- Insect infestation (*explain*) \_\_\_\_\_
- Window screens (missing/holes) (*location*) \_\_\_\_\_
- Broken sheds and fences (*explain*) \_\_\_\_\_

**Safety and Fire Prevention 14 D.C.M.R. § 900 et seq.**

- Missing fire extinguisher (*location*) \_\_\_\_\_
- Broken or obstructed fire escapes/stairways
- Broken or missing emergency and exit lights
- Broken or missing fire alarm

**Apartments and Apartment Housing 14 D.C.M.R. § 1200 et seq.**

- Apartment unit not numbered
- Broken mail receptacle (*explain*) \_\_\_\_\_
- Broken/damaged elevator (*explain*) \_\_\_\_\_

**Other Housing Code Violations**

- Explain and provide location \_\_\_\_\_

If any of the problems listed in the Housing Code Violation Addendum constitute an emergency and pose an **immediate** threat to the health and safety of the occupants of the rental unit, you must file a motion for Temporary Restraining Order along with this Complaint in order for the Court to immediately address your emergency conditions.

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