



Superior Court of the District of Columbia
Civil Division – Civil Actions Branch
500 Indiana Ave, Room 5000, Washington DC 20001
202-879-1133 | www.dccourts.gov

_____, Plaintiff(s) (Tenant) Case Number: _____

v.

_____, Defendant(s) (Landlord)

Joint Repair Plan

1. Date of the parties' meeting to discuss the repair plan _____ .
Date
2. A copy of the Department of Buildings (DOB) Initial Inspection Report dated _____ is attached to
this Repair Plan. Date
3. Does the Defendant (Landlord) dispute any of the violations listed in the DOB Initial Inspection Report?
 Yes No (If Yes, list the disputed violations below)

4. For the violations not in dispute, identify dates and times during which Defendant (Landlord) will make repairs, as well as which violations will be repaired at those times (attach additional pages as needed):

Violation Number	Date Work is Scheduled	Time for Access to Unit	Violation Number	Date Work is Scheduled	Time for Access to Unit
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. Defendant (landlord) will provide Plaintiff (tenant) with the name and license numbers for any electrician, plumber, mold remediator, or other professional, where licensure is required by the DOB or where licensure for mold remediation or assessment is required by law. See D.C. Code § 8-241.04; 20 DCMR § 3200 et seq.¹
All license numbers will be provided by _____ .
Date

6. Plaintiff (Tenant) and/or their counsel agree to be contacted regarding repairs as indicated below:

Name: _____ Phone Number: _____
Email: _____

7. Defendant (Landlord) and/or their counsel agree to be contacted regarding repairs as indicated below:

Name: _____ Phone Number: _____
Email: _____

¹ For more information about mold remediation and licensure requirements, see the Department of Energy and Environment (DOEE), "Mold Information for Tenants," available at <https://doee.dc.gov/node/1257871>.

8. After a good faith effort, the parties were unable to agree to a repair plan for the following items and request that the Court set reasonable deadlines for the following violations to be corrected [numbered violations]:

You must attach a copy of the DOB Initial Inspection Report to the Joint Repair Plan

Plaintiff (Tenant) / Attorney for Plaintiff (Tenant) Name (Please Print)	
Address:	
Signature:	
Email Address:	
Telephone No:	Attorney Bar No.:

Defendant (Landlord) / Attorney for Defendant (Landlord) Name (Please Print)	
Address:	
Signature:	
Email Address:	
Telephone No.:	Attorney Bar No.:

Joint Repair Plan Instruction Sheet

This document is called a Joint Repair Plan. The purpose of this Plan is to help the parties agree to a repair schedule so that Defendant (Landlord) can repair violations in the Plaintiff's (Tenant's) rental unit that have been identified by the Department of Buildings (DOB) Inspector, or by the Department of Energy and Environment (DOEE).

After the initial hearing, an inspector from DOB came to inspect the rental unit. The inspector created an Initial Inspection Report, noting any housing code violations that need to be corrected. Both sides should have received a copy of this report. If you did not receive a copy of the DOB Initial Inspection Report, please contact the DOB Inspector identified on the inspection report. The report lists each violation by number. You should use the numbers from the inspection report when filling out the Joint Repair Plan. You should attach a copy of the inspection report to this Joint Repair Plan.

The Defendant (Landlord) has to repair any housing code violations, and the Plaintiff (Tenant) has to provide access to the rental unit after reasonable notice (this is usually 48 hours' advance written notice, but see D.C. Code § 42-3505.51, explaining what reasonable notice is).

No later than 2 weeks after the DOB Inspector has provided the parties with the Inspector's report, the parties must meet in person or virtually to fill out this Joint Repair Plan together. If the Defendant (Landlord) disagrees about a violation found by the DOB Inspector, the Defendant (Landlord) must indicate that in Paragraph 3. For the other violations, the parties should agree on the date and time that repairs will be completed and list the violations that will be corrected using the numbers as they appear on the DOB Inspector's report.

For violations where the DOB Initial Inspection Report or applicable law requires the use of a licensed professional (such as a licensed plumber, electrician, or mold remediator), the Defendant (landlord) must indicate the date by which the Defendant (Landlord) will provide the Plaintiff (Tenant) with a copy of these licenses, which must be prior to the date of the relevant repair.

If the parties cannot agree on a date and time to complete a repair, there is a place to note that on the form. If the parties cannot agree on timing or whether a repair is necessary, you can let the judge know your concerns at the next status hearing.

The Court encourages both sides to communicate with each other to coordinate access for repairs, discuss what repairs remain to be made, and generally facilitate the completion of repairs in accordance with the Joint Repair Plan in between hearings on the Housing Conditions Calendar.