

DC Eviction Checklist for Landlords

Questions about evictions in the District? Call the Landlord and Tenant Legal Assistance Network at 202-780-2575 to speak with a lawyer for free.

Step 1: Make Sure You Have All Your Paperwork

- **Eviction Notice:** An eviction notice may be required to be given to the tenant and the notice period expire before an eviction case may be filed. It is important to properly serve and use the correct eviction notice.
- **Complaint and Summons:** You must complete and properly serve these forms that explain why you are filing a case and how the tenant can respond. If you have any questions on the process, you may speak to an attorney. You can find the landlord and tenant complaint forms and more at <https://www.dccourts.gov/services/civil-matters/landlord-tenant>.
- **Basic Business License:** Whether you are renting a condo, single family home or basement, the property may be required to be licensed. For more information on the licensing process in the District, visit, <https://dlcp.dc.gov/>.
- **Property Registration:** Whether you are renting out an apartment or a room in a house, the property may be required to be registered with Department of Housing and Community Development's Rental Accommodation Division. For more information, visit dhcd.dc.gov/rentcontrol.

Step 2: Begin Your Court Case

- **Court Fees:** You will need to pay a fee to file your case. If you cannot afford the fee, ask the landlord and tenant clerk about applying for a fee waiver.
- **E-Filing:** If you have a lawyer, all court papers must be filed electronically. If you do not have a lawyer, you may file your papers with the clerk's office. If you need help filing or do not have access to a computer, call the clerk's office at (202)-879-4879.

Step 3: Go to Court

- **Resolution Outside of Court:** You may be able to work out a resolution with your tenant without going to court. The Court's Eviction Diversion Program can help you and your tenants connect with legal, housing, and financial resources. To learn more about the program, email dccourtevicthionhelp@dcsc.gov.
- **Initial Hearing:** The first court appearance may be held before a Judge remotely. If you need a place to go to use a computer for your remote hearing, call 202-879-1900 or email DCCourtsRemoteSites@dcsc.gov at least 24 hours before your hearing. You may appear in person for your appearance date at Building B, 510 4th Street, NW, #110, Washington, DC 20001.
- **Further Initial Hearing:** If the matter is not resolved at the first appearance date, you may have another date assigned for a hearing in front of a judge.

Contact Services That Can Help You

The **DC Courts Eviction Diversion Program** can help landlords and tenants connect with legal, housing, and financial resources.

Email:
dccourtevicthionhelp@dcsc.gov

The **Landlord and Tenant Legal Assistance Network** and can provide free legal information and connect you to a lawyer

LTLAN: 202-780-2575

The **Emergency Rental Assistance Program** may help with your tenant's past due rent.

Visit: <https://erap.dhs.dc.gov/>



D.C. Superior Court

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