

Proxy (Notice of Representation)- Ellis Act Ordinance

Date:

Address:

Purpose: The purpose of this form is to allow an **owner** participating in the Ellis Act Ordinance to submit a written designation of representation by a proxy for the duration of the process. A proxy is someone that has the authority to represent you on your behalf. The representative does not need to be an attorney. Written designation of such representatives shall be filed with the City's Rent Stabilization Program. This representative will be authorized to bind the party to any representations, decisions, or other action taken. If you wish to designate a proxy, please fill out and return to the Rent Stabilization Program as soon as possible. All revocations of proxy forms must be in writing and submitted to the Rent Stabilization Program.

I am designating a proxy (Complete ONLY IF you are designating a representative to represent you)

Owner Information:

Name:

Address:

Phone:

E-mail:

I authorize _____ as my representative. They are hereby authorized to provide, request, or receive information related to this process, sign documents related to the process, and communicate on my behalf on matters involving this process, and should be placed on the mailing list.

Correspondence and notices shall be sent to my representative during these proceedings. Please send all correspondence directly to my proxy.

Notices to my representative may be sent via email.

Authorizing Signature: _____ Date: _____

Representative's Name: _____ Date: _____

Representative's Phone: _____ Representative's E-mail: _____

