

PROXY FORM

DATE: _____ CASE: _____ ADDRESS: _____

PURPOSE

The purpose of this form is to allow a landlord or tenant participating in the Petition Process to submit a written designation of representation by a proxy for the duration of the hearing, as permitted by Regulations Section 5.03.3. 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 stipulation, decision or other action taken at the hearing. If you wish to have a proxy, please fill out and return this form to the Rent Stabilization Program within 14 days. 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*

RESPONDING PARTY INFORMATION

Landlord

Tenant

First Name

Last Name

Address

City

State

Zip

Phone Number

Email

I authorize _____ as my representative. He/she is hereby authorized to provide, request, or receive information/evidence/testimony, to negotiate, to sign agreements on my behalf on matters in this dispute, 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.

Proxy's email: _____

Authorizing Signature

Date

Representative's Name

Date

Representative's Phone

Representative's Email

