

Use this form to file an **Answer to Enforcement Proceedings**.

You are receiving this form because the Loft Board has started an enforcement proceeding against you. If you want to respond to the claim raised in the Notice of Proceeding or Statement of Charges, you **must** complete the answer form below. After you **complete** the answer form, you must **serve and file** the original and four copies of the answer with the Loft Board.

DEADLINE FOR FILING AN ANSWER

The deadline for filing an answer is 35 days from the mailing date of the **Notice of Proceeding** or **Statement of Charges**. If you do not file an answer by the deadline, you may be barred from filing an answer or offering any evidence in defense of the claim made in the Notice of Proceeding or Statement of Charges.

COMPLETING THE APPLICATION

- 1. Clearly print the respondent's contact information.** You must include a mailing address, phone number and email address. Unless otherwise indicated, if two (2) or more people are answering, the Loft Board will use the first phone number or mailing address listed on the answer to contact the applicants or to return the application if it is defective.
- 2. Indicate the type of relationship the respondent has to the building.** You must indicate on *page 1* of the answer if you are an owner, residential tenant, residential subtenant, or manufacturing/commercial tenant.
- 3. State why you oppose the claim(s) stated in the Notice of Proceeding or Statement of Charges.** Your answer **must** contain facts and arguments relevant to the claims raised. You may also submit documents to your answer.
- 4. Sign the application.** The respondent(s) or the respondent's attorney must sign the application form.

SERVING AND FILING THE ANSWER

You must serve and file one (1) original and four (4) copies of the Answer and any accompanying documents with the Loft Board by the Answer Period Deadline stated above. The Answer must be served and filed with the Loft Board as follows:

- by hand delivery to the Loft Board's offices between 9:00 am – 4:00 pm on Mondays through Fridays, except holidays
- by mail; **or**
- by facsimile transmission; if the Answer is submitted by fax, the original Answer, accompanying documents, if any, and Proof of Service, must also be submitted:
 - by hand delivery within three (3) calendar days of the fax, **or**
 - by mail, postmarked within three (3) calendar days of the fax.

FINES AND PENALTIES

The Loft Board has the right to impose a civil penalty as indicated in 29 RCNY § 2-11.1 for every violation of the Loft Board rules.

If you have any questions regarding this form, review 29 RCNY §1-06, visit the Loft Board's website at www.nyc.gov/loftboard, or call the Loft Board at **(212) 393-2616**.