

Use the **Answer to a Rent Adjustment Application** to file an answer to a Rent Adjustment Application.

You have been served with a Loft Board application. You are receiving this application because you have been identified as an affected party on the application. This means that your interests in the building may be affected by the claim raised in the application. If you want to respond to the claim raised in the application, you **must** complete the answer form below. After you **complete** the answer form, you must **serve** a copy on the applicant. Then you must **file** the original and four copies of the application and proof of service with the Loft Board.

COMPLETING THE ANSWER

The deadline for filing an Answer to Rent Adjustment Application is thirty (30) calendar days after service of the application on the affected party is deemed complete. Service is deemed complete five (5) calendar days after the mailing date of 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 raised in the application.** Your answer **must** contain facts and arguments relevant to the claims raised in the application. For a rent adjustment application, the facts and arguments include, but are not limited to, the scope of work performed, whether the work was necessary and reasonable, the quality of the workmanship and the actual costs claimed by the owner. You may submit documents in support of your answer.
4. **Sign the application.** The applicant(s) or the applicant's attorney must sign the application form.

SERVING THE APPLICATION

You must serve a copy of your Answer upon the applicant before filing the Answer with the Loft Board. You may serve your Answer as follows:

1. By mail, at the address of the applicant specified on the application; **or**
2. By facsimile, at the fax number specified in the application, provided that a 2nd copy **must** be sent by mail, within three (3) calendar days of the fax, to the applicant's address specified on the application.

You **must** include the following in the envelope to each affected party:

- a copy of the application
- a blank answer form

FILING THE APPLICATION

You must file one (1) original and four (4) copies of the Answer, any accompanying documents, and Proof of Service made upon the applicant, with the Loft Board by the end of the answer period stated above. Proof of Service of an answer must be in the form of an affidavit of service on the Loft Board's approved form, if served by mail, or a facsimile receipt, if served by fax.

The Answer must be filed with the Loft Board as follows:

1. By hand delivery to the Loft Board's offices between 9:00 am – 4:00 pm on Mondays through Fridays, except holidays.
2. By mail; **or**
3. 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.