

TENANT OR LANDLORD DESIGNATION OF REPRESENTATIVE

Instructions and Information:

- A Tenant or Landlord participating in a Rent Program proceeding may designate a representative to act on behalf of the designating party during the course of such proceeding to the extent authorized below. The Designated Representative does not need to be an attorney.
- This Designation of Representative form must be signed by the designating party (Tenant or Landlord) *and* the representative, and filed with the City prior to, or at the same time as, an action by a representative on behalf of the designating party. More than one Tenant may designate the same individual as representative. However, each Tenant must submit and sign this form individually.
- A Designation of Representative is valid for six (6) months or until the designation is revoked in writing and delivered to the City. This form and its attachment must be served on the Landlord. See the Rent Program Regulations for more information.
- Please note that this form becomes a public record when submitted and is subject to disclosure under the California Public Records Act. The City will not process this form or any other form if it is incomplete or illegible.

1. Designating Party Information

I am the (*check one*): Tenant Landlord If Landlord, provide title: _____

Rental Unit Address: _____

Name: _____

Phone: _____ Email: _____

2. Designated Representative

I _____ (*name of designating party*) authorize:

Name: _____

Address: _____

Phone: _____ Email: _____

to take the following actions on my behalf:

Sign, submit, and receive Rent Program forms, including petitions.

Provide, request, and receive information related to proceedings affecting my Rental Unit and/or tenancy.

Negotiate and sign agreements that affect my rights under the Rent Stabilization Ordinance.

Appear at, and participate in, hearings.

Signature of Tenant or Landlord Date

Signature of Representative Date