

Rent Stabilization Program

Apartment Rent Ordinance – Summary of Petitions & Forms

Form #	ARO Forms	Purpose	Preparer	Recipient
	Landlord Petition	Capital Improvement & Fair Return	Landlord	Rent Stabilization Program,
	Tenant Petition	Service Reduction, ARO Violation	Tenant	Landlord, & Tenant
	Joint Petition	Increase in Housing Service	Tenant	
1	Notice of Receipt of Petition <ul style="list-style-type: none"> Explanation of Hearing Process 	Inform respondent that a Petition has been filed regarding apartment.	Rent Stabilization Program	Landlord Tenant
2	Notice of Complete Petition <ul style="list-style-type: none"> Q&A for Tenants & Landlords 	Inform that the Petition has been filed, and Staff determined Petition is complete and deemed to contain all the necessary information to state a claim against the Respondent.	Rent Stabilization Program	Landlord Tenant
3	Notice of Ineligible Petition	Inform the Petitioner that the petition filed is determined ineligible.	Rent Stabilization Program	Landlord or Tenant
4	Notice of Incomplete Petition	Provide notification that the Petition submitted is incomplete for the specified reasons.	Rent Stabilization Program	Landlord or Tenant
5	Petition Response - Optional	Provide a template for a written response to the completed Petition.	Rent Stabilization Program	Landlord or Tenant
6	Proxy (Notice of Representation)	Allow a written designation of a representation by a proxy for the duration of the hearing.	Landlord Tenant	Rent Stabilization Program
7	Notice of Mediation or Administrative Hearing	Inform that either voluntary mediation or administrative hearing has been scheduled.	Rent Stabilization Program	Landlord Tenant
8	Voluntary Agreement	If the parties arrive at a resolution at the voluntary mediation, the mediator will memorialize the agreement as the Voluntary Agreement.	Rent Stabilization Program	Landlord Tenant
9	Administrative, Mediation, or Hearing Outcome	Notify the parties of the administrative, mediation, or hearing outcome that has been determined.	Rent Stabilization Program	Landlord Tenant
10	Appeal Request or Breach of Voluntary Agreement	Allow parties to either appeal an administrative decision or claim a breach of a voluntary agreement.	Landlord or Tenant	Rent Stabilization Program
11	Notice of Rescheduling a Hearing	Inform parties that the Hearing has been rescheduled.	Rent Stabilization Program	Tenant Landlord
12	Notice of Cancellation of Hearing	inform parties that the Hearing has been cancelled.	Rent Stabilization Program	Tenant Landlord

