

## Petition Response (Optional) – Form 5

Date: \_\_\_\_\_ Case: \_\_\_\_\_ Address: \_\_\_\_\_

**Purpose:** The purpose of this form is to provide a template for a written response to the completed Petition. As a party to this petition, the tenant or landlord may submit a written response to the completed Petition within 30 days from the date that the Rent Stabilization Program mailed the “Notice of Complete Petition”. A written response may be submitted to the Rent Stabilization Program at 200 E. Santa Clara St, San José, 95113 or via [rsp@sanjoseca.gov](mailto:rsp@sanjoseca.gov).

A written response is a statement that contests the issues and/or facts raised in the Petition. A written response may be accompanied with supporting documentation (i.e. pictures, correspondence, etc.). You may provide a written response on the back of this page. Please note, you do not have to use this form to submit a written response. However, please indicate in your written response if you want to participate in mediation as described below.

**Mediation:** RSP offers voluntary mediation. Mediation is a meeting where the landlord and tenant have an opportunity to engage in face-to-face communication with a neutral mediator. Mediation occurs in a neutral location and its goal is to resolve rental housing issues under ground rules designed to protect the confidentiality and neutrality of the communications. Because mediation is voluntary, both parties to a Petition must agree to participate in mediation before Rent Stabilization Program can schedule a mediation. If you do not agree to a mediation, the petition will be scheduled for an administrative hearing. The Rent Stabilization Program encourages all parties to participate in mediation as issues can be resolved with open communication. If you are interested in mediation, please check the appropriate box below.

**Responding Party Information:**     Landlord     Tenant  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, CA, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Are you submitting a response?     Yes     No
2. Are you including attachments to the response?     Yes     No
3. Would you like to mediate?     Yes     No
4. Are you submitting a proxy form (Form 6)\*?     Yes     No

\*The administrative hearings and/or mediation should be attended only by the landlord, designated representatives, petitioning tenants, witnesses, and advisors. A party can complete and submit a proxy form if they would like someone (i.e. property manager, tenant advocate) to represent them at the hearing. 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 taking at the hearing or mediation. This form serves as a written designation of a representation by an individual for the duration of the hearing or mediation.

I declare under penalty of perjury under the laws of the State of California that this information and every attached document, statement, and form is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Print Name**

Signature of:     Landlord     Tenant     Proxy (see Form 6 attached)

\_\_\_\_\_  
**Date**



**Rent Stabilization Program**  
**City of San José Housing Department**  
200 East Santa Clara St, 12th Floor, San José, CA 95113  
408-975-4480 • [www.sanjoseca.gov/rent](http://www.sanjoseca.gov/rent) • [RSP@sanjoseca.gov](mailto:RSP@sanjoseca.gov)

