

PETITION RESPONSE FORM

DATE: _____ CASE # _____ ADDRESS: _____

PURPOSE

The form provides 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 14 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.

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 indicate if you want to participate in mediation, as described below.

Please respond below if are going to designate a person to be your Proxy representative. A proxy representative is someone who will represent you in this matter, has full consent to make decisions on your behalf regarding this matter, has authority enter into binding agreements for you, and will be your representative concerning this case. Parties intending to designate a proxy representative will have 14 days from the date that the Rent Stabilization Program mailed the "Notice of Complete Petition" to submit the Proxy Form (Form 6).

Mediation: The Rent Stabilization Program offers voluntary mediation. Mediation is a meeting where the landlord and tenant have an opportunity to resolve the issues raised in the Petition through a voluntary or mutual agreement. During the mediation, the landlord and tenant meet with a mediator. The mediator's role is to facilitate discussion and help guide the parties towards a resolution. Mediation is confidential. Since mediation is voluntary, both parties to a Petition must agree to participate.

Hearing: If you do not agree to a mediation, staff will schedule an administrative hearing, per the Apartment Rent Ordinance (Chapter 17.23) and Apartment Rent Ordinance Regulations. The parties will meet with a Hearing Officer and based on the discussion and evidence presented during the recorded hearing, the Hearing Officer will issue a written decision.

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 yes to question #3 below.

RESPONDING PARTY INFORMATION

| | | Landlord | Tenant | | |
|--------------|-----------|----------|--------|-----|--|
| First Name | Last Name | | | | |
| Address | | City | State | Zip | |
| Phone Number | Email | | | | |

- | | | |
|---|-----|----|
| 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 who chooses to have a proxy must 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 taken at the hearing or mediation. The proxy form serves as written designation of representation by the designated individual throughout the duration of the hearing or mediation.



