Loft Board

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INSTRUCTIONS FOR FILING AN ANSWER TO AN APPLICATION

Dear Affected Party:

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. Along with the application and this instruction letter, you should have received a blank answer form.

If you want to respond to the claim raised in the application, you must complete the enclosed answer form, and follow the instructions listed in paragraphs (a) through (c) below. The answer must contain facts and arguments relevant to the issues raised in the application. If you do not want to file an answer, but wish to be kept informed of developments in this matter, please indicate this by checking the box on page 2 of the answer form.

(a) **DEADLINE FOR FILING AN ANSWER**: The deadline for filing an answer with the Loft Board depends on the type of application filed by the applicant. The nature of the application should be clearly marked on page 2 of the general application form, or otherwise will be specified as the title on page 1 of the application. If you do not file an answer by the deadline listed in the table below, you may be barred from filing an answer or offering any evidence in defense of the claim made in the application.

TYPE OF APPLICATION AND DOCKET PREFIX	ANSWER PERIOD
Appeal of Administrative Determination (AD)	25 calendar days after the application's mailing date
Access (LS)	20 calendar days after the application's mailing date or 15 calendar days after personal delivery
Challenge to Sale of Improvements (LF)	7 calendar days after the application's mailing date
Extension of Code Compliance Deadline (EX)	25 calendar days after the application's mailing date
Harassment Applications (TH)	20 calendar days after the application's mailing date
Reconsideration (R)	25 calendar days after the application's mailing date
Rent Adjustment (LE)	45 calendar days after the application's mailing date
RGB Notice	45 calendar days after the application's mailing date
Tenant Compensation Dispute (TC)	25 calendar days after the application's mailing date
All Other Types of Applications	35 calendar days after the application's mailing date

(b) **SERVICE OF AN ANSWER UPON APPLICANT AND PROOF OF SERVICE**: If you wish to file an answer, you must serve a copy of your answer upon the applicant before filing the answer with the Loft Board, as follows:

1. By mail, at the address of the applicant specified on the application; or
2. By facsimile transmission, at the fax number specified in the application, provided that a 2nd copy must be sent, within 3 calendar days of the fax, by mail to the applicant's address specified on the application. If the answer is served upon the applicant by fax and by mail within 3 calendar days of the fax, then service of the answer is complete on the day of the fax.

(c) **FILING AN ANSWER WITH THE LOFT BOARD**: You must file 5 copies of the answer (including 1 original), any accompanying documents, and proof of service made upon the applicant, with the Loft Board by the answer period deadline set forth in paragraph (a) 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, and proof of service, must also be submitted: (i) by hand delivery within 3 calendar days of the fax, or (ii) by mail, postmarked within 3 calendar days of the fax.

(d) **PARTIES**:
The Loft Board reserves the right to impose a civil penalty in accordance with 29 RCNY § 2-11.1 for every violation of the Loft Board rules whether or not the applicant requests the imposition of fines or penalties.

If you have any questions regarding this letter, please review 29 RCNY § 1-06, visit the Loft Board's website at www.nyc.gov/loftboard, or call the Loft Board's Public Information Officer at 212-393-2616.

Very truly yours,

NEW YORK CITY LOFT BOARD