

Use the **Answer to Application** to file an Answer to an application.

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. If you want to respond to the claim raised in the application, you **must** complete the answer form below. After you **complete** the answer form, you must **serve** a copy on the applicant. Then you must **file** the original and four copies of the application and proof of service with the Loft Board.

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 type of application should be clearly stated in the upper right-hand corner of the application form. If the application is a General Application, the type of application is checked off on *page 1* of the application form. 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

COMPLETING THE APPLICATION

- Clearly print the respondent's contact information.** You must include a mailing address, phone number and email address. Unless otherwise indicated, if two (2) or more people are answering, the Loft Board will use the first phone number or mailing address listed on the answer to contact the applicants or to return the answer if it is defective.
- Indicate the type of relationship the respondent has to the building.** You must indicate on *page 1* of the Answer if you are an owner, residential tenant, residential subtenant, or manufacturing/commercial tenant.
- State why you oppose the claim raised in the application.** Your Answer **must** contain facts and arguments relevant to the claims raised in the application. If the application requires the applicant to submit documents, you may submit documents in support of your Answer.
- Sign the application.** The applicant(s) or the applicant's attorney must sign the application form.

SERVING THE ANSWER

You must serve a copy of your Answer upon the applicant before filing the Answer with the Loft Board. You may serve your Answer as follows:

1. By mail, at the address of the applicant specified on the application; **or**
2. By facsimile, at the fax number specified in the application, provided that a 2nd copy must be sent by mail, within three (3) calendar days of the fax, to the applicant's address specified on the application.

FILING THE ANSWER

You must file one (1) original and four (4) copies of the Answer, any accompanying documents **if the application requires the filing of supporting documents**, and proof of service made upon the applicant, with the Loft Board by 4:00 pm on the last day of the Answer Period Deadline stated 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, if any, and proof of service, must also be submitted:
 - a. by hand delivery within three (3) calendar days of the fax, **or**
 - b. by mail, postmarked within three (3) calendar days of the fax.

FINES AND PENALTIES

The Loft Board has the right to impose a civil penalty as indicated in 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 form, review 29 RCNY §1-06, visit the Loft Board's website at www.nyc.gov/loftboard, or call the Loft Board at **(212) 393-2616**.