

Appendix D1

Written Statement of Eligibility (sample form)

A letter for the Rent Guidelines Board files is traditionally supplied to the Executive Director following appointment, affirming compliance with the eligibility requirements. Here is an example of a typical format for this letter:

Dear _____,
(Executive Director)

In connection with my appointment to the Rent Guidelines Board, I, _____, affirm that I am not a member, officer or employee of any municipal rent regulation agency or the state division of housing and community renewal; I do not own or manage real estate covered by the Rent Stabilization Law; I am not an officer of any owner or tenant organization; and I am a resident of New York City.

For Chairs only:

In addition, I hold no other public office.

(Signature)

(Date)