



## **City of Perth Amboy, Department of Human Services**

### **Rent Leveling Board**

#### **Hearing Procedures**

- A hearing can only be considered when a completed Request for Hearing form has been submitted to the Rent Leveling Board.
- The matter will be put on the Rent Leveling Board's Meeting Agenda if received by the Board Secretary no later than ten (10) calendar days prior to the next meeting.
- The Rent Leveling Board reserves the right to table or cancel a hearing based on good cause, incorrect jurisdiction or case load.
- All requests for postponements must be made in writing and received at least (3) business days prior to the hearing date. Failure to comply could result in the application being dismissed or will still be heard with whichever party appears and is ready to proceed.
- Each party shall be allowed one (1) postponement for good cause.

#### **At The Meeting**

- Only hearings on the meeting agenda will be heard.
- The meeting will be conducted in accordance with ordinance 353-6 Powers and duties of Rent Leveling Board.
- At the board's discretion, several cases may be heard at the same meeting, especially if it for the same apartment complex.
- All participants that want to be heard shall be sworn in by the Board Chair, or the Board Attorney.
- All board members will have the right to present questions to any of the parties during the hearing as directed by the chairman.
- At the conclusion of the hearing, the board will render a decision of the case. The Board shall render a determination within forty-five (45) days after the date of the filing of any application or petition. Ordinance 353-6(e). (Notwithstanding, any other pertinent factors, which may cause the board to have a continuance of a hearing).
- These hearing procedures are for the Rent Stabilization Board to expedite a fair hearing process and are not intended to override or interfere with any laws or ordinances.



**City of Perth Amboy, Department of Human Services**  
**Rent Leveling Board**  
**REQUEST FOR HEARING**

*Please print out form and complete, then mail to:*

Rent Leveling Board  
Alexander F. Jankowski Community Center  
1 Olive Street  
Perth Amboy, NJ 08861

Name:

Apartment Complex:

Address:

City, State, Zip Code:

Mailing address (if different)

Telephone:

E-mail:

I am a

Tenant

Landlord

Monthly Rent:

Lease Date:

Did you report this to landlord?

Verbal

Written

Did you report this to any officials?

Department:

Name:

In the space below please briefly describe problem that has led you to request a hearing. Please use additional pages if necessary. Attach copies of lease and any other necessary documents.

Signature:

Date:

*Please note: You will be sent a request to appear. Please attend the meeting specified. Please see Hearing Procedures for additional information regarding your hearing request.*

*For office use only:*

Received by:

Date:

Hearing date: