Designation of Agency

Case No:_____ _____ v. _____
Plaintiff **Defendant**

I, _____, am (Print Name of Person Completing this Form)

(*Check only that box for the statement below that accurately describes your Landlord relationship to the property in this Dispossessory Action*)

☐ the sole proprietor (the individual property owner, or an individual lessor with whom the Defendant has signed a sublease or otherwise directly subleases from) of the property relating to this dispossessory action.

☐ an officer or partner of the entity which owns the property relating to this dispossessory action and authorized to designate an agent to represent the entity in this dispossessory action.

☐ an officer or partner of an entity, which is not the property owner (i.e., a property management company or other entity lessor), but from whom the Defendant directly leases or subleases, or pay rents to, for the property relating to this dispossessory action, and I am authorized to designate an agent to represent the entity in this dispossessory action.

_____
(Print Name of Person to Serve as Designated Agent)

(*Check only those statements below that described the relationship between the designated agent and the Landlord whose interests are sought to be represented in this Dispossessory Action*)

☐ a full time officer or employee of the entity, or an employee of the sole proprietor (the individual property owner or an individual lessor), which owns, leases or subleases out the property relating to this dispossessory action, who is responsible for:

- ☐ collecting rents and maintaining records on the collection of rents for the property relating to this dispossessory action, or has access to and is familiar with the records on the collection of rents for the property relating to this dispossessory action;
- ☐ responding to the maintenance needs of the property relating to this dispossessory action, or has access to and is familiar with the maintenance records for the property relating to this dispossessory action;
- ☐ commencing dispossessory actions on behalf of the Landlord.

I, _____, designate _____ to
(Print Name of Person Completing this Form) (Print Name of Person to Serve as Designated Agent)

represent the Landlord's interests in this dispossessory action.

_____ Date: _____
(Signature of Person Completing this Form)

Sworn to and signed before me,
on this _____ day of _____, _____ .

_____
Notary Public