



REQUEST FOR POSTPONEMENT OF HEARING

If you or a representative cannot attend the scheduled hearing due to unforeseen circumstances or pre-arranged plans which cannot be changed, you may request a postponement.

Requests must be made in writing at the earliest date possible **with supporting documentation attached**. If an emergency arises which precludes a written request or if there are other questions, call the hearing coordinator at 252-4629.

Postponements may be granted by the Administrative Law Judge **only for good cause and in the interest of justice**. Mere inconvenience or difficulty in appearing shall not constitute good cause. See Board Rules and Regulations Section 11.13.

Before the hearing time, you will be notified of the determination on the postponement request either by telephone call from the Rent Board or by mail.

Your Name and Phone Number (please print):

Name: _____ Phone: _____

I am the: attorney/representative

landlord landlord's attorney/representative tenant tenant's attorney/representative

Property Address: _____

Day and Date of Hearing: _____

Time of Hearing: _____

Case Number(s): _____

Reason for Postponement: _____

- Supporting documents attached
- Other parties agree to this postponement.

- Other parties notified of this postponement request.

DETERMINATION ON POSTPONEMENT REQUEST

Not Granted

Granted

By: _____
Administrative Law Judge

Date: _____

Comments: _____

