

**BRANFORD FAIR RENT COMMISSION
TOWN OF BRANFORD
1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405**

**Peter Black, Chairman
Robert Imperato, Vice-Chairman
Peter Cimino
Josh Marshall
Marcus DeVito
James McPartland
Joseph Perdue
Carolyn Sires**



**Ex-Officio
James Cosgrove, First Selectman

Renee Arenas, Clerk**

Fair Rent Commission - What to Expect

This document provides an overview of what to expect when a complaint is submitted to the Town of Branford, CT Fair Rent Commission (the "Commission").

The Commission encourages tenants to discuss concerns and try to negotiate with their landlord before filing a complaint.

Step 1 - Submitting a Complaint:

Complaints may be submitted by completing the Town of Branford Fair Rent Commission Complaint Form and submitting the form in one of the following methods. The Complaint Form may be obtained from the Town Clerk's office or on the Town of Branford's Website: www.branford-ct.gov

1. Email the completed form to: Fairrent@branford-ct.gov
2. Mail the completed form to:
Town of Branford
Attention: Fair Rent Commission
1019 Main Street
Branford, CT. 06405
3. Hand deliver the completed form to:
Fair Rent Commission
c/o Town Clerk's Office
1019 Main Street
Branford CT. 06405

Note: The Commission cannot accept complaints about seasonal or short-term rentals, which are defined as rentals cumulating less than 120 days per year.

Step 2 - Notice of Complaint:

Once the Commission has received the complaint, a *Notice of Complaint* letter will be sent to both the complainant and the landlord with the submitted complaint form attached. The *Notice of Complaint* explains that before going to a hearing, the tenant and landlord can come to an agreement through informal conciliation. If after informal conciliation, an agreement is not reached, or if neither party is to attend the inform, a hearing will be scheduled.

Step 3 - Hearing:

If the tenant and landlord are unable to reach an agreement, the Commission will schedule a hearing in which both the tenant and landlord will have the opportunity to present their side. The tenant and landlord are encouraged to submit written items/documentation no later than three (3) business days prior to the hearing if they so choose. Documents submitted will be shared with all parties involved prior to the hearing. Documents may also be submitted during the hearing. Any party submitting documents at the hearing must provide 8 copies, 6 for the Commission and 2 for the opposing party. Either party has a right to be represented by an attorney or provide witnesses. The hearing is a meeting with the Commission. All Commission meetings are public. Members of the public may attend, and the minutes and recording of the meeting are available to the public.

The meeting will be called to order by the Commission Chair and other agenda items may be discussed prior to the hearing portion of the meeting. The Chair will announce when the hearing is to begin and that members of the public may observe but are not permitted to speak. In the event there is insufficient time to complete the hearing, or for other reasons the hearing should be continued, the Commission may adjourn the hearing to another date and time.

Tenant Presentation

- The Commission will first hear from the tenant's side.
- During this time the landlord must hold all comments and questions.
- A Commission member will swear in the tenant or tenant representative, and witnesses for the tenant.
- The tenant can then state their case and present any supporting witnesses and/or documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the landlord or landlord representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.

Landlord Presentation

- The Commission will next hear from the landlord's side.
- During this time the tenant must hold all the comments and questions.
- A Commission member will swear in the landlord or landlord representative and witnesses for the landlord.
- The landlord can then state their case present any supporting witnesses and/or documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the tenant or tenant representative if they have any question regarding what was presented. Questions must be addressed to the Commission.

Step 4 - Deliberation and Decision

The Chair will announce that the hearing is closed. During deliberation, the parties and members of the public can observe but are not allowed to speak. The Commission will then review the information presented. When the Commission has come to a decision, a Commission member will make a motion which will be seconded by another member and voted on.

Step 5 - Final Decisions

When the Commission has rendered a decision, the details of the decision are documented in the Commission meeting minutes which are available to the public on the Town of Branford, CT website, and in the *Notice of Decision* that will be mailed and/or emailed to both the tenant and landlord.

Step 6 - Appeal

Both the tenant and the landlord have the right to appeal. The appeal must be made within thirty (30) days of the date of the *Notice of Decision*.

Contact:

Town of Branford Fair Rent Commission
Attn: Renee Arenas, Town Clerk's Office
1019 Main Street
Branford, CT 06405
Fairrent@branford-ct.gov