

Newark

Department of Economic & Housing Development
Division of Rent Control Board
Office of Tenant Legal Services

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Ras J. Baraka
Mayor

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MEMORANDUM

To: Hon. Ras J. Baraka, Mayor
From: Khabirah H. Myers, Esq., Coordinator -- OTLS
CC: Allison Ladd, Acting Deputy Mayor/Director
Subject: OTLS Achievements
Date: January 30, 2020

Please accept this memo as the Office of Tenant Legal Services' (OTLS) brief summary of achievements since its official launch in June 2019.¹

Key Performance Indicators¹

CITYWIDE DATA	
Minimum Number Tenants (Eligible & Ineligible) Assisted ² by the OTLS	725
Minimum # Eligible Newark Tenants Serviced by the OTLS	638
Minimum # of Intake Applications Filed	272
Total # of Applicants Eligible for Legal Services	232
Total # of Applicants Ineligible for Legal Services	40

¹ Data calculated from June 5, 2019 (OTLS's official launch), to and including January 30, 2020, plus three Applicants serviced in April 2019.

² The OTLS turns no applicant away, regardless of eligibility; the OTLS provides some sort of assistance -- either legal and/or informational to every applicant for our services.

Total # of Eligible Applicants with Eviction Cases Handled³ by the OTLS	137
Total # of Eviction-Case Dismissals due to OTLS Intervention	45
Total # of Eviction-Case Settlements⁴ due to OTLS Intervention	32
Total # of Eviction-Cases with Pending or Unknown Outcomes	60

Demographic Data*

	Minimum % of Intake Applications Filed
East Ward	9%
North Ward	11
West Ward	26
South Ward	36
Central Ward	14

Applicant Age Group	Percentage
18-30	18
31-43	27
44-56	28
57+	19
Unknown	8

Household Size (# of Members)	Percentage
1	29
2	26
3	17
4	11
5	9

³ “Handled” means an eligible applicant was either given legal advice, but no legal representation; or given full representation that minimally included preparation for and appearances at court and/or administrative hearings/meetings, and trial-level court applications, but excluded any applications to the Appellate Division.

⁴ Settlements either pushed back the lockout to a set date -- thereby giving the tenant extra time to move to find new housing -- or allowed the tenant to stay in the premises without any lockout date.

6	3
7	3
8	.01
Unknown, but at Least 1	2

Data on Office Visits

Month	Number of Walk-Ins
June 2019	53
July 2019	58
August 2019	46
September 2019	53
October 2019	30
November 2019	32
December 2019	49

As of **December 2019**, Total Number of Walk-Ins: **321**

Case Type Data*

Case Type	Minimum %
Nonpayment of Rent	51%
Notice to Quit	14
Eviction Other	9
Recertification	1
Other	14
Notice to Cease	2
Section 8 Termination	1

ⁱ Please note that some data are hard to capture due to the inability to reach tenants after they have left the OTLS (Eg. Disconnected telephone; failure to respond).