**Responsibilities of Attorney for Landlord-Tenant Matters**

* Enforce the **One Strike Law** as applicable.
* Prepare all necessary documentation before court hearings.
* Represent the Housing Authority in court proceedings, hearings, and negotiations related to landlord-tenant matters.
* Consult and coordinate with the Authority’s General Counsel prior to legal proceedings.
* Conduct monthly meetings or conferences with managers to review and discuss individual cases before court hearings.
* Maintain accurate and up-to-date case files and documentation.
* Draft and issue cease-and-desist notices to tenants as needed.
* Stay informed and comply with current landlord-tenant laws and regulations in the State of New Jersey.

Top of Form

Bottom of Form