



## **FTTU Organizing Guide: Forming a Tenant Association**

### **Where do I begin?**

To start, create a **flier or letter** about setting up a tenant's association for your building. Include an email address (e.g. [70knickerbockerave@gmail.com](mailto:70knickerbockerave@gmail.com)) or phone number (via Google Voice) for people to respond to your flier, and make this your main point of communication with other tenant associations and your landlord.

Consider the issues that the entire building has been experiencing and tailor the messaging to that, whether it's maintenance problems or rent hikes. Also, consider translating the flier or letter into a different language for your neighbors who do not speak English as their first language.

### **What happens after my neighbors reach out to me?**

After your neighbors contact you, set up a meeting either online or in person to discuss what you'd like to achieve in this union.

### **What do I do if people don't want to join?**

That's okay. We recommend asking them about any issues they have with the building, whether it's maintenance or interactions with management. The key thing here is to find a common problem that all tenants are experiencing in the building.

### **How do I form the TA?**

To form a tenant's association, it is recommended that you get support from at least one-third of the tenants in your building. **In New York State, you only need two units.**

### **Do I need to formalize my TA?**

Nope! For more information on tenants associations, visit <https://www.metcouncilonhousing.org/help-answers/forming-a-tenants-association/>.

### **What do I do after it's formed?**

Once it is formed, please email us so we can further help you. We also suggest downloading Signal or WhatsApp and creating a group chat with tenants in your building who are in support.

### **And then after that?**

Most importantly keep your members informed of the progress you are making towards your collective goals. Ask people to compile any documentation in regards to violations and maintenance issues, which can include photos, emails, or texts with management or their superintendent. Look into the rent history of your apartment if you notice questionable changes in rent. We recommend gathering this information in the case the union decides to pursue an overcharge case.