



## 10 Steps to Forming a Tenant Association

**Step 1:**

A tenant has a problem like harassment, bad conditions, or high rents and decides to take action to address the problem.

**Step 2:**

Many other tenants in the building have the same problem and they begin to talk to each other.

**Step 3:**

The tenants decide to form a tenant association.

**Step 4:**

The tenants hold a preliminary meeting to discuss their common problems.

**Step 5:**

The tenants who came to the first meeting knock on the doors of other tenants in the building to find neighbors who want to join them in forming a tenant association.

**Step 6:**

The tenants who are organizing the tenant association find volunteers who want to serve as officers in the tenant association. They then post flyers announcing the election date and time, and the names of the tenants who are interested in running for office.

**Step 7:**

The tenants hold elections in a public place for the officers of the tenant association. The officers are elected.

**Step 8:**

The tenant association officers decide when and where the tenant association should meet and how the decisions should be made. They create bylaws formalizing these decisions.

**Step 9:**

The tenant association leadership holds regular general membership meetings to decide the priorities of the tenant association. Through the feedback of the other tenants, they create a chart of short term and long term goals, and they plan their strategies and tactics for achieving those goals. The tenant association leadership coordinates the ongoing work of the tenant association.

**Step 10:**

The tenant association leadership continuously revisits the bylaws and holds regular elections.

For more information or to get help organizing a tenant association, contact  
Tenants & Neighbors at 212-608-4320 or [info@tandn.org](mailto:info@tandn.org)