

Reasons Why You Might Not Have Received Your Mail

- 1. Is every element of the appellant's address correct: name, street address, apartment number, room number, county, state, and zip code?**
- 2. Does the appellant have any landlord and tenant problem?**
- 3. Did the appellant have an argument with the regular or substitute mail carriers?**
- 4. Does the appellant have to tip the mail carrier to ensure delivery of mail?**
- 5. Is there one regular substitute mail carrier or are there several substitute mail carriers?**
- 6. Are there other tenants in the appellant's building with the same name as the appellant?**
- 7. Are there other tenants in the appellant's building with a name similar to the appellant?**
- 8. Are there any buildings very near the appellant's building with the same number? [E.g. 278 Grand Concourse and 278 East 161st Street are around the corner from each other.]**
- 9. Have there been mail delivery mix-ups in the appellant's building?**
- 10. Does the landlord have a key to the appellant's mailbox?**
- 11. Does anyone in the building have a key to the appellant's mailbox?**
- 12. Does anyone living in the appellant's apartment have a key to the mailbox?**
- 13. Did the appellant lose his/her key to the mailbox?**
- 14. Does the appellant have a mailbox?**
- 15. What was the condition of the appellant's mailbox at or about the time the notice should have been received?**
- 16. If mail is not delivered into a mailbox, how is it delivered?**
- 17. Does the landlord participate in distribution of the building's mail?**
- 18. Does any other tenant participate in distribution of the building's mail?**
- 19. Does any other tenant participate in distribution of the mail within the appellant's apartment?**

20. **What is the living arrangement in the appellant's building? Is it a private house, a multi-family house, a rooming house, an apartment house with separate apartments, a rooming house arrangement within an apartment?**
21. **Does the appellant receive mail by general delivery to the main post office in Manhattan?**
22. **Does the appellant have a post office box? Why?**
23. **Does the appellant meet the mail carrier? Why?**
24. **What kind of mail does the appellant receive apart from mail from HRA?**
25. **Has the appellant failed to receive other mail from HRA?**
26. **What is the appellant's routine with received mail? Is the appellant organized? Does the appellant keep the envelopes?**
27. **If the appellant lives in an apartment house, is it a double (or more) building? [E.g.: 1420-1430 Grand Concourse.]**
28. **How is the appellant's mail service generally?**
29. **Did the appellant file a complaint with the United States Postal Service about problems with mail delivery?**
30. **Does the appellant ever receive mail slipped under his or her door?**
31. **Did the appellant give a change address to his or her worker? When? How?**
32. **Was the notice in issue received late or not at all?**
33. **How long has appellant lived in the building?**
34. **Did the appellant get a new mailbox key when he or she moved into the building?**
35. **Does the prior tenant have the key to the appellant's mailbox?**
36. **Does the appellant have a current roommate?**
37. **Does the appellant's roommate interfere with the appellant's mail?**
38. **Is the appellant's mailing address different from his or her residence address?**
39. **Does the appellant have a former roommate?**
40. **Did the former roommate have a key to the appellant's mailbox?**

- 41. Did the former roommate keep the key to the appellant's mailbox when he or she moved out?**
- 42. Did the former roommate leave on good terms with the appellant?**
- 43. Does the former roommate come to the appellant's building for his or her mail?**
- 44. Where is the appellant's mailbox located? If inside the building, are the mailboxes in a secure area? How does a person get into that area? If not a secure area, are the mailboxes inside or outside the building?**
- 45. Is the appellant's name displayed on the mailbox? Is it displayed on the inside or the outside of the mailbox or both?**
- 45. Is the appellant's apartment number displayed on the mailbox? Is it displayed on the inside or the outside of the mailbox?**
- 46. Has the appellant's mail carrier been arrested for not delivering mail?**
- 47. Was the appellant in the hospital when the notice was mailed? Was someone looking after the appellant's mail?**