



**THE CITY OF NEW YORK  
OFFICE OF THE CITY CLERK**

**ANNOUNCEMENT REGARDING RETAINER AGREEMENTS**

As you prepare 2017 retainer agreements, please be advised that pursuant to the amended lobbying rules, all retainer agreements must contain: compensation, duration of representation, client name, any third-party arrangements, and the signature of the principal officer. This information must be listed on retainer agreements submitted with 2017 statements of registration. If the retainer agreement is from a previous year, it must be amended to include the required information. Failure to include the required information may result in civil penalties.

1. **Compensation.** The retainer must list the exact compensation rate. Stating “the threshold will be exceeded for lobbying” will not be accepted.
2. **Duration of representation.**
  - a. The retainer must list the date the retainer takes effect i.e. the “start date”.
  - b. It is not required that the retainer list an end date. However, if the end date is not listed and the retainer did not start in the current calendar year, a supplemental letter (“full force and effect letter”) signed by both parties and dated the current year, stating that the retainer is in full force and effect in the current calendar year is required. This includes retainers that are terminable by either party upon 30 days’ notice.
  - c. Expired retainers will not be accepted unless a full force and effect letter is attached.
3. **Client Name.** The retainer must list the full corporate name of the entity which exactly matches the name of the entity listed in e-Lobbyist.
4. **Third-party payment arrangements.** For more information please see the announcement titled “Instruction Regarding the Proper Method of Filing Lobbyist Reports for Association, Coalition and/or Third-party Filers sent on December 5, 2012”

<http://www.cityclerk.nyc.gov/downloads/pdf/proper-method.pdf>

5. **Principal Officers (PO) Signatures.** Each of the POs of both the lobbyist and client must sign the retainer unless impracticable. If the PO cannot sign, another person with the legal capacity to enter into a contract on behalf of the entity must sign the retainer.

If you have additional questions or need more information, please contact the undersigned at: (212) 669-8171 or [jchirichella@cityclerk.nyc.gov](mailto:jchirichella@cityclerk.nyc.gov).

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**RETAINER AGREEMENT EXAMPLE**

This is to confirm that LOBBYING FIRM, Inc. has been retained by CLIENT, Inc. to lobby on its behalf commencing July 1, 2016 through December 31, 2016 for a rate of \$5,000 per month.

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LOBBYING FIRM, Inc.  
Principal Officer

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CLIENT, Inc.  
Principal Officer