To have Rabbi Adina Lewittes act as your agent to sell your chametz please email her at rabbi@shaarcommunities.org stating the following:

"I/we the undersigned, hereby authorize Rabbi Adina Lewittes to serve as my/our agent to sell all of the chametz in my/our possession which will be stored at the following locations: include your full address(es)

I/we understand that the chametz cannot be used after 10:30am on Monday April 14th until after 9pm on Tuesday April 22."

Send the email by noon on April 13, 2014